

Small Industries Development Bank of India

**(Format for invitation of offers for acquiring office premises on Lease
at Belgaum, Karnataka**

Issuing Office: SIDBI, Bangalore

**Contact No. and Address
Khanija Bhawan, 5th Floor,
49, Race Course Road,
Bangalore – 560 001.**

**Last Date and time for receipt of filled in application November 20, 2008
(1600 hrs)**





Small Industries Development Bank of India

REQUIRED - PREMISES FOR BRANCH OFFICE

Small Industries Development Bank of India (SIDBI) intends to acquire office premises on lease basis, having carpet area of about 650 – 750 sq.ft. preferably on ground/ first floor, located in and around *Bogarves, Belgaum*

Sealed offers are invited in two bid system viz.

- (1) Technical Bid (TB) and
- (2) Financial Bid (FB)

The interested parties may obtain the Blank application forms from the address given below or downloaded from our web site: www.sidbi.in

Offers should be valid for minimum period of 120 days from last date of submission. For details please contact The General Manager, Small Industries Development Bank of India, Khanija Bhavan, 5th Floor, 49, Race Course Road, Bangalore – 560 001(Ph: 22207227 – 230) on or before November 20, 2008 .. by 1600Hrs.

SIDBI's decision in connection with the process shall be final and conclusive and no claim or dispute form any quarter in this regard shall be entertained. No brokerage shall be paid.



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 queries..
- 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) Arrange all permissions/ approvals (if required) from the concerned local statutory authorities for using the premises for commercial purpose before handing over possession of the premises.
- 4) The offerer shall state the details of existing finishes/amenities provided and confirm his willingness to carry out the work of provision of finishes/amenities as desired by the Bank at his own cost details of which is given in technical bid.
- 5) The rate quoted shall be **per sqft. of carpet area** of the premises offered and shall be inclusive of all applicable taxes, 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 but not later than the date of possession mentioned by the offerer. Offerer to state, the stage of construction if offered premises is under construction.
- 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

(Sign and seal of offerer and date)



representative in COVER 1. 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) The Cover 2 of such offerers who do not satisfy the requirement of the Bank as per the advertisement shall not be opened.
- 14) 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. 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.

b) These instructions / guidelines are to be signed and submitted as a token of acceptance with the technical bid.

Sign and seal of offerer and date



TERMS & CONDITIONS (to be signed and submitted in Cover 1)

I / We hereby agree that :

a) Rent

- i) Rent shall be paid by Small Industries Development Bank of India (SIDBI) (hereinafter referred as 'Bank) for the exclusive usable carpet area on sq. ft basis in the beginning of each month during the tenure of lease period which will initially be for 5 years and for the extended lease period.
- ii) Bank is however at liberty to vacate the premises at any time during the lease period by giving 3 months notice in writing without paying any compensation for earlier termination.

b) Taxes / Rates

All existing and enhanced/ future Municipal taxes, rates and cesses will be paid by me / us.

c) Maintenance / Repairs

- i) Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including painting in common area and 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 our cost and deduct all such expenses from the rent payable to us.

d) Rental Deposit

Bank has to pay 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.



(Sign and seal of offerer and date)

e) 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.

f) Usage of premises for commercial purpose

I/we confirm that the premises offered has been approved by the Local Municipality / Development Authority for using as a commercial premises.

g) 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).

h) Lease rent shall be paid with effect from the date on which possession of the completed premises is handed over to the Bank along with necessary occupation certificate, power, water supply and other agreed facilities.

Date :

Place :

(Sign and seal of offerer and date)



