



UTTAR BIHAR GRAMIN BANK

REGIONAL OFFICE : SIWAN

RO/SWN/16/2023-24/GAD/139

DATE -05.10.2023

INVITING TENDER FOR PREMISES ON LEASE FOR REGIONAL OFFICE, SIWAN

Uttar Bihar Gramin Bank, Regional Office, Siwan invites sealed tenders for suitable premises on long term lease basis for carpet floor area of 2500 sq.ft for Regional office premises from Interested Owners/Power of Attorney holders of premises in and around Siwan locality preferably in the ground floor/1st floor with proper front entry to the premises and with all facilities including KVA power connection and parking.

The Technical Bid and financial Bid Formats can be downloaded from **Bank's** website www.ubgb.in. The formats are also available at our Regional Office and can be collected during office hours.

The minimum criteria for prequalification will be as under:

- a- The Applicant(s) should be the bona-fide Owner(s) or Power of Attorney Holder(s) of the premises;
- b- The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its Tax returns must be up-to-date.
- c- The building should be constructed as per the sanctioned/approved Plan of the competent development authority. The building should be well maintained.
- d- The Premises should be situated in good residential/commercial locality preferably on ground floor/1st floor with proper accessibility and provision for dedicated parking for personal vehicles of 20-25 staffs.
- e- The building should be free from special Hazards like fire, water logging, flood etc.
- f- Supply of adequate potable water round the clock should be available at the premises and appropriate/sanctions from the local municipal authorities should be in hand.
- g- The landlord should clear all the dues and other local statutory obligations of Municipality, Corporation as well as of revenue authorities.
- h- The occupancy certificate of the premises (in case of apartments) from the local authorities should be available for leasing the premises.
- i- The landlord should be in a position to give vacant possession of the premises immediately after carrying out necessary changes/alterations as required by the Bank.

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1. Method of submitting Tenders: Tenders should be submitted only in sealed covers.


Tenders covers Bill have three parts.

- First cover — Technical Bid cover— This cover should contain Part I of application duly filled and signed by the bidder/s in all pages. Along with necessary enclosures. The cover should be closed and sealed and super scribed as— Technical bid (as per Annexure A) for Regional Office premises and should also contain the name and address of the bidder on the cover.
 - Second cover Financial Bid cover — This cover should contain Part II of the application duly signed by the bidder/s in all pages. This cover should be closed and sealed and super scribed as — financial Bid (as per Annexure B) for Regional Office premises and should also contain the name and address of the bidder/s on the cover.
 - Third cover — Both the first and second cover should be placed in the third cover and should be super scribed as — SEALED TENDER FOR REGIONAL OFFICE, SIWAN PREMISES and to addressed to Uttar Bihar Gramin Bank, Regional Office, Siwan.
2. **Last date for submission of Tender: 20.10.2023 at 5.30 hours.**
 3. Place for submission: **UTTAR BIHAR GRAMIN BANK, REGIONAL OFFICE, AYODHYAPURI, SRINAGAR, SIWAN PIN — 841226**
 4. Tenders will be opened at Regional Office, Siwan on 01.11.2023 or at any date decided by the Bank in due course.
 5. Bidder should ensure that the tender is received by the bank before the date and time specified and no consideration whatsoever shall be given for postal or any kind of delay. Tenders received after the specified date and time are liable to be rejected and the decision is at the sole discretion of the bank.
 6. Uttar Bihar Gramin Bank reserves the right to accept or reject or cancel any or all tenders without assigning any reason thereof and also reserve the right to place the order to any technically suitable Bidder/s who may not be the lowest as it deemed fit and proper.
 7. Only unconditional tenders will be accepted. Any conditional tender will be liable for rejection. Any bidder desire of imposing any condition having financial implication should load the tender appropriately and should not put any condition in the tender.

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a stylized 'H' with a horizontal line through it, and the second is a more complex, cursive signature.

8. Bank will shortlist the offers based on information provided in Technical Bid tender in accordance with Bank's requirement, viz., locality of the proposed site, area of the premises offered, accessibility from main road, parking space provided, amenities & other infrastructure provided (like lift, back up DG set etc) and other essential requirements spelt out in Technical Bid.
9. The Financial Bid would be opened after short listing of offers based on technical Bid. Financial bid would be opened only for those listed offers, on a future date will be intimated to the short listed bidders at a later date.
10. Final selection of the tender will be done on the basis of weighted average marks allotted on the parameters of Technical/Financial Bid.
11. Banks decision on selection of the prospective offer is final.
12. In case of dispute the decision of the Bank will be final and binding on all.
13. Rent: The Bank shall start paying the rent from the date of taking of possession from the landlord. Before taking possession, it shall be ensured that necessary occupancy certificate is obtained from the appropriate authorities by the landlord and alterations agreed to be carried out by the landlord have actually been carried out to the bank's satisfaction. Joint measurement of the premises will be taken based on floor area.
14. Execution of the lease Documents: Once the premises is taken on lease by the Bank, the lease deed as per Bank's Standard lease format shall be executed and it shall be registered with the appropriate authorities. The stamp duty charges relating to the registration shall be borne by the landlord and Bank on 50:50 basis.

For Uttar Bihar Gramin Bank


Regional Manager
Regional office-Siwan

