

**Tender Document for acquiring premises on lease basis**

Utkal Grameen Bank, Regional Manager, At: - R.K Nagar, Near NCC Office Po: - Rayagada, Odisha, PIN:- 765001 invites sealed tenders for suitable premises on long term lease basis for carpet floor area of 5000 sq.ft. for our Office from Interested Owners / Power of Attorney of premises holders in and around Rayagada locality preferably in the ground floor with proper front entry to the premises and with all facilities including Electricity connection and parking.

The Technical Bid and Financial Bid Formats can be downloaded from Bank's website [www.utkalgrameenbank.co.in](http://www.utkalgrameenbank.co.in). The formats are also available at our Regional Office, Rayagada and can be collected during office hours.

The minimum criteria for prequalification will be as under:

- a) The Applicant(s) should be the bonafide 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 and not older than 20 years.
- d) The Premises should be situated in good residential/commercial locality with proper accessibility and provision for dedicated parking.
- 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 approvals/sanctions from the local Govt/municipal authorities should be in hand.
- g) The landlord should clear all the dues and other statutory obligations of Govt/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 procession of the premises immediately after carrying out necessary changes/alterations as required by the Bank.

1. Method of submitting Tenders: Tenders should be submitted only in sealed covers. Tender covers will 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 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 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 OFFICE PREMISES and to be addressed to **UTKAL GRAMEEN BANK, REGIONAL OFFICE, At:- R. K NAGAR, NEAR NCC OFFICE, P.O:- RAYAGADA, PIN:- 765001, ODISHA.**

2. Last date for submission of Tender: **Dt.07/12/2021 at 5.00 P.M.**

3. Place for submission: Utkal Grameen Bank, Regional Office, At:-R.K. Nagar, Near NCC Office, PO: - Rayagada, Rayagada, Pin: - 765001, Odisha.

4. Tenders will be opened at Utkal Grameen Bank, Regional Office, At. R.K.Nagar, Po. Rayagada, Pin. 765001, Odisha on Dt. 08/12/2021 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. 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.

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 Diesel Generator 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 short listed offers, on a future date and will be intimated to the short listed bidders at a later date.

10. Banks decision on selection of the prospective offer is final.

11. In case of dispute the decision of the Bank will be final and binding on all.

12. **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.

13. **Execution of the lease Documents:** Once the premises is taken on lease by the Bank, the lease deed as per the Bank's Standard lease format shall be executed. The stamp duty charges relating to the execution shall be borne by the landlord.

For Utkal Grameen Bank,



Regional Manager

Rayagada

**Regional Manager  
Utkal Grameen Bank  
R.O., Rayagada**

## (Technical Bid/Offer application)

To,  
The Regional,  
Utkal Grameen Bank,  
Regional Office, R. K. Nagar,  
Rayagada, Pin. 765001.

REG: Technical Bid for premises at.....

REF: Your advertisement dated \_\_\_\_\_ published in..... News Paper and at Bank's website.

OWNERSHIP DETAILS		Telephone/ Mobile No.
	Whether P A holder has powers to grant premises on lease/sub lease : YES / NO	
	Name & Address of PA holder	
	Telephone / Mobile No.	
	email address	
4	ADDRESS OF THE PREMISES OFFERED	
	Any outstanding charges (mortgages/lease/any other interest in the property)	
	Any pending dues on the property (Arrears of taxes/electricity/telephone etc)	
<b>TYPE OF THE PREMISES</b>		
7	<b>IF THE PREMISE IS UNDER CONSTRUCTION</b>	
	Whether loan required? if so details	
	Class of construction	
	Likely date of possession of premise	
8	<b>IF THE PREMISES IS READY FOR POSSESSION</b>	
	Year of construction	
	Type of building/construction Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please mention)	
	Whether plans are approved by the local authorities (attach copy of sanctioned Bldg. Plan)-Yes/No.	
	Whether NOC from the department obtained – Yes/No.	
	Whether occupation certificate has been received (attach copy)-Yes/No	

