



**Aryavart Bank**  
**Head Office**  
**A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010**

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**Tender Notice for Hiring of Office Space**

Aryavart Bank, invites bids from the legal owners of premises with clear titles for hiring office space measuring approximately **2000  $\pm$  10% sq. ft** carpet area in a single building for its **Barabanki Branch** in a centrally located area in Barabanki.

The offer in sealed cover comprising technical bid and financial bid (each in separate sealed cover superscripted as "Technical bid for hiring of office space for **Aryavart Bank, "Barabanki Branch "** and "Financial bid for hiring of office space for **Aryavart Bank, "Barabanki Branch "** complete in all respect may be submitted to "**Aryavart Bank, Regional Office, Barabanki**" latest by **24.07.2023 (Monday) upto 2.00 PM**. The Technical Bids shall be opened on **24.07.2023 (Monday) at 04.00 PM** at Bank's Regional Office, Krishna Bhawan, C-930-931, Civil Lines, Dewa Road, Barabanki. The Financial Bids of the bidders who qualify in technical bid shall be opened on designated date and time to be notified by the Bank subject to availability of the committee members. Incomplete and conditional tenders will be summarily rejected. Aryavart Bank reserves the right to reject any or all the tenders without assigning any reasons thereof.

Tenders received from Property Dealers/Brokers/Associations will not be entertained.

  
**Sanjeev Kumar**  
**(Regional Manager/AGM)**

**Request for proposal (RFP) for Acquisition of Premises for Barabanki Branch**

1. **Purpose of RFP** : Aryavart Bank, Regional Office, Barabanki intends to acquire premises on lease basis for Barabanki Branch, District Barabanki.

2. **Location** : In Barabanki City.

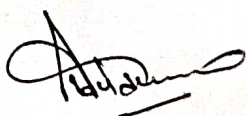
3. **Requirement of the Premises** :

- i. Offered premises should be meeting all our eligibility criteria as stated in the RFP. Please note that the first choice/weightage shall be to the premises with good frontage and amenities etc. as stated in the RFP.
- ii. Offered premises will be subject to satisfactory legal opinion/LSR from Bank's empanelled advocate regarding clear, perfect and marketable title, failing which the bid/contract shall stand cancelled.
- iii. Offered premises should be free from all tax, fine or any other dues to Municipality, Corporation as well as of revenue authorities, and no dues should be pending on the date of execution of agreement in furtherance of this tender.
- iv. Initially the lease will be for a period of 15 years, which shall be subject to further renewal on mutually agreed terms and conditions as per the Bank's Policy.
- v. Offered premises should be located in the specified location with congenial surrounding.
- vi. Offered premises should be at elevated levels and should not be prone to water logging, seepage etc.
- vii. The locality of the offered premises should have basic amenities such as water supply, sewerage, power supply etc.
- viii. Offered premises, which are ready for possession/at final stages of construction, will only be considered / preferred.

"Final stage of construction means and includes putting the finishing touches on the building such as installing flooring, painting the walls, putting countertops in or adding faucets in the bathrooms etc."

However, the final touches painting, flooring should invariably be completed maximum within one month, failing which the bid/contract shall stand cancelled.

- ix. The structure of the offered premises should be strong RCC structure.
- x. Offered premises should be constructed as per the sanctioned/approved plan of the competent Development Authority.
- xi. Offered premises should be located in the specific area as mentioned in the RFP document/ Advertisement.
- xii. Offered premises should be on one place only (One Hall) and not broken, segregated or separated into many rooms or buildings. Offers that do not conform this requirement may be disqualified in the technical bid / assessment itself.
- xiii. Premises should be on ground floor or on upper ground floor.
- xiv. Premises on main road having two side roads will be preferred.
- xv. Premises offered should have separate meter for electricity / water etc.
- xvi. Carpet Area required: 2000  $\pm$  10% sq. ft.
- xvii. Premises offered should have space for installation of VSAT, Solar Panel, DG Set, Glow Signage and secondary RF and other infrastructure terrace as required by the Bank without demanding the additional charges / rent.
- xviii. Premises should have adequate parking space.





### Tender documents for hiring of office space

The tender consists of three parts:

- Part A - Terms and Conditions
- Part B - Technical Bid - (Annexure —I)
- Part C - Financial Bid - (Annexure-II)
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Tenders (Technical bid only) will be opened on **24.07.2023 (Monday) at 04.00 PM** at Bank's Regional Office at **Barabanki** before Tender Committee of the Regional Office, Barabanki in the presence of bidders/representatives of the bidders, present, if any. Financial bids of only those bidders who successfully qualify technical bid shall only be opened.

#### Part A: Terms & Conditions:

1. The terms and conditions shall form part of tender to be submitted by the bidder to the Aryavart Bank, Regional Office, Barabanki.
2. All bidders are requested to submit the tender documents (Technical and Financial bids) duly filled in with relevant information supported by relevant documents to the following address:-  
Aryavart Bank  
Regional Office, Barabanki  
C-930-931, Civil Lines Dewa Road, Barabanki -225001
3. Premises shall be taken on lease basis and minimum Period of lease will be 15 (5+5+5) Years.
4. The rent will be increased by 15% every 5 years from the commencement of the lease period.
5. All the columns in the Annexure I (Technical bid) and Annexure –II (Financial bid) should be filled in. No column should be left Blank. Nil or Not applicable should be marked where there is nothing to report.
6. In case the space in the tender document is found insufficient, the bidder may use separate sheets to provide full information.
7. All the pages of the tender document should be signed by the owner or the person having valid Power of Attorney. Any cutting, over writing, use of white ink etc. should be duly signed by the bidder. Bank reserves the right to reject incomplete tender or in case information submitted is found to be incorrect.
8. Canvassing in any form will automatically disqualify the bidder. No brokerage will be paid to any of the Bidder/mediators/brokers, if any, in the offering of procedure.
9. Tender documents received by the Bank after due date and time i.e 2.00 PM on 24.07.2023, incomplete tenders shall be rejected summarily. No correspondence in this regard shall be entertained.
10. The offer should remain valid for six months from the closing date of tender. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the technical/financial bids.
11. The particulars of premises i.e. Building name, floor, address etc. along with latest photographs should be furnished in the Technical Bid. Details of measurements of the proposed premises offered should invariably be furnished in the Technical Bid.
12. Calculation of Carpet Area:

The carpet area shall be the area of the premises which is covered but excluding the following:

Portico/canopy  
Toilets  
Stair cases  
Lift walls



Air Conditioning ducts  
Balcony  
Portion below the window sills  
Lofts  
Parking space whether covered or not  
Open terrace

13. Area measured must match with approved plan of the building. In no case any unauthorized construction may be considered for branch premises.
14. While acquiring premises on lease from Public Charitable Trust, lessor to obtain necessary permission from Charity Commissioner for entering into a lease. The permission should be in place before submitting the tender.
15. The building should present a congenial and impressive appearance with all the basic amenities such as water supply, ventilation, power supply, separate toilets for gents and ladies etc.
16. The carpet area will be measured by Bank's Architect in presence of the landlord.
17. Bidder should allow space for fixing bank's signage board on entire frontage of the premises.
18. Bidder should provide separate toilets for gents and ladies in the premises.
19. The particulars of amenities provided/proposed to be provided inside the proposed space should be clearly furnished in the technical bid.
20. There should be provision for 24 Hrs running water supply for both drinking and utility facilities and enough arrangements for public utilities (toilets etc.) for men and women separately.
21. Technical bid is required to be submitted along with certified copies of relevant documents like approved drawings and building completion certificate from the concerned authorities, copy of land deed, Municipal receipts, approved plan of building, copy of ownership of the building, copy of power of attorney. Technical bids received without these documents are liable to rejection without any reference to the party whatsoever.
22. The Tender Selection Committee reserves the right to verify/inspect the building before finalization of the tender and reject it out rightly, if the building/any aspect of the building is not according to the specification required by the Bank. The shortlisted bidders will be informed for arranging site inspection of the offered premises.
23. All existing and future rates, taxes, insurance fee including public liability insurance, property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the Land Lord/owner.
24. Maintenance of the premises to be made (external and common area) by the owner.
25. Bank may, during the lease period/extended lease period carry out such alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable.
26. No security deposit/advance will be paid by Bank.
27. The space should have all required electrical fixtures such as switches, power points, and provision for Air Conditioners.
28. The major maintenance works (civil, electrical and plumbing) shall be provided by the owner and the owner will also undertake to carry out repair and maintenance such as painting of the premises including from and back verandahs, bath rooms, toilets, boundary walls, the entire exterior façade and painting or polishing of all doors, windows, ventilators, grills, etc. once in 3 years. Cleaning of common area and glass panels (if any) from outside will be carried out by the owner/landlord annually. No additional charges will be paid for the same.
29. If the demised premises at the time during the said terms or any extension thereof damaged, destroyed or rendered uninhabitable by fire, earthquake, cyclone, tempest, flood, violence of any mob or other irresistible force or Act of God and be not caused by the acts or neglect fault of the lessee, then in such case, it shall be optional with the lessee to determine the lease or to retain occupation of the demised premises, if the lessee so desires without any diminution of rent hereby reserved.
30. The possession of the accommodation will be handed over to the Bank within two months from







the award of the order and rent shall be payable from the date of rent agreement.

31. The rates should be quoted in Indian Rupees only.
32. All disputes would lie within the Jurisdiction of Lucknow only. The Tender Selection Committee reserves the right to reject all or any tender without assigning any reasons thereof.
33. The stamp duty should be paid for the entire lease period and cost of execution and registration of lease Deed should be borne by the landlord and the bank in 50:50 ratio

4. **Tendering Process:** Two Bid systems namely Technical and Price Bid is to be followed for selection of premises. Details of process are as follows :-

The Offer will be in two parts, Technical bid and Financial bid. The offers /Owners shall submit the Technical bid and Financial bid duly supported by relevant documents as per formats appended as Annexure I to II.

i. Both the bids (Technical and Financial) duly signed by the owner or his authorized signatories should be sealed in two separate envelopes as described below:-

a) **Envelope - 1** - Superscripted "Technical bid for acquiring premises for " Aryavart Bank, Barabanki Branch" containing Technical Bid and Annexure - I duly completed in all respects along with all relevant documents.

b) **Envelope - 2** Superscripted "Financial bid for acquiring premises for "Aryavart Bank, Barabanki Branch" containing the Financial Bid as prescribed in Annexure - II showing rates, financial terms and conditions etc.

ii. Both the envelopes should be placed in another sealed envelope superscripted in bold letters with the statement "Offer for acquiring premises for" Aryavart Bank, Barabanki Branch"

- i. All bidders are requested to submit the tender documents (Technical and Financial bids) duly filled in with relevant information supported by all the requisite papers/documents should be submitted by hand /through courier/post addressed to Aryavart Bank, Regional Office, Barabanki, C-930-931, Civil Lines Dewa Road, Barabanki -225001 on or before 24.07.2023 - 2 p.m.

Technical bid will be opened on 24.07.2023 in the presence of bidders/bidders at 4 pm at the above mentioned address. The bidders are requested to be present at the time of opening of bids. No separate notice will be given by the Bank to bidders to be present in the opening of bids.

1. The Technical Bid should be accompanied by the copy of this tender document with each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidder's acceptance of terms and conditions of the tender.
2. The selected party shall be required to sign a Standard Lease Agreement with the Bank, as per the format approved by the Bank. The Lease agreement will be executed after verification of all documents related to the property to the entire satisfaction of Lessee. The Registration charges, stamp duty for registration of lease deed to be borne by the owner/landlord in the ratio 50: 50.
3. The participation in the tender process does not entail any commitment from the Bank and it reserves right to reject any / all offers including that of the lowest bidder, without assigning any reasons. The Bank also reserves the right to amend/ modify / alter any or all of the terms and conditions / dates of the tender at any time before the tendering process is finalized.
4. Finalization of rent is subject to certification by Tender Selection Committee and final approval / sanction by the Competent Authority of the Bank.
5. For any pre bid queries, submission queries, the prospective bidders may contact the Regional Office Aryavart Bank, Barabanki Contact Person: **Mr. Abhishek Mishra - 9897535685** and **Mr. Rahul Tandon, Senior Manager-7388899774.**



6. Queries if any, raised by the Bank, subsequent to opening of the Technical Bid should be answered by the bidder within the prescribed date. In case no reply is received from the bidders, the bid shall be rejected.

**Procedure for opening of tender:**

- i. While opening the tender, the envelope containing the technical bid as called for shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Tender Selection Committee will open Financial Bid after evaluation of the technical bids. Financial Bids of only the technically qualified bidders will be opened.
- ii. A Tender Selection Committee appointed by the Competent Authority may visit the space offered by the bidders to ascertain the suitability of the space. The bidders would be treated to have been qualified for opening of their financial bids after evaluation of the technical bids submitted and satisfactory report from the Committee after visiting the space.
- iii. The date, time and place of the opening of the Financial Bids would be informed to the bidders whose technical bids are found acceptable.

**Bid Evaluation**

- i. The bid evaluation will be two stage process i.e 'Technical' and 'Financial'. First stage will be technical evaluation that shall be done on the basis of information asked in Annexure —I. The bidders that are technically qualified (First stage) shall be considered for financial evaluation i.e Stage-II in accordance of Annexure-II.
- ii. The bids would be evaluated based on the basis of the criteria like connectivity by public transport system, availability of power backup and rates quoted for rental of carpet area of the space, parking availability and other criteria desired by the Selection Committee.

**Payments**

- i. The payments shall be made by the Bank against pre- receipted bills as per the Lease Deed to be executed between Bank/authorized officer and the owner or his/her authorized representative.
- ii. The payment of rent will be made on monthly basis in favor of the Owner after deduction of TDS as applicable and other applicable taxes (if any) from time to time.

**Terms of the Lease**

- i. The period of Lease should be minimum 15 years (negotiable) with provision for extension of the lease on mutually agreed terms. However, the rent revision shall be applicable after expiry of 5 years from the start of the lease period with atleast 15% increase.
- ii. The lease can be terminated by either party/s by giving a notice of not less than three months.

**Arbitration**

All disputes in connection with the execution of the contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and Rules framed there under and in force shall be applicable to such proceedings. The place & seat of arbitration shall be Lucknow.



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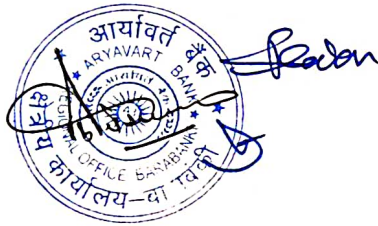


### Miscellaneous

- i. The offer should be valid up to six months after closing date of tender.
- ii. The Selection Committee shall be under no obligation to accept the lowest quotation.
- iii. Non-fulfilment of any of the above terms shall result in rejection of the bid.
- iv. The Selection Committee reserves the right to reject all or any tender without assigning any reasons thereof.

### List of Enclosures

Bidders should number the pages of technical bid and provide an Index indicating the page number of each document submitted. The Index should be placed on the top of the technical bid. Each page and all details provided should be duly signed by the authorized signatory. All undertakings provided shall be on the Letter Head duly signed and stamped by the authorized signatory. The bidders must enclose all the documents as specified in this tender document.



**OFFER OF BANK'S PREMISES ON LEASE / RENTAL BASIS**

**TECHNICAL BID (ANNEXURE-I)**

With reference to your advertisement in the local dailies/ Banks website dated \_\_\_\_\_,  
I/We hereby offer the premises owned by us for housing your branch /office on lease basis.



**Part A: General Information**

	Full particulars of the legal owner of the premises: (i) Name  (ii) Address of office & Residence  (iii) Telephone No./Mobile No  Email Address  (iv) PAN No.	
	Share of each Owner, if under any joint ownership	
	Status of the applicant with regard to the Accommodation offered for hiring (enclose power of Attorney also if the applicant is other than owner)	
	Location: Name of the building/scheme • Sector • Street • Residential/Commercial/Industrial • Area • Full Address	

**Part B: Technical Information**

**Building:**

i	Exact Carpet area (In sq.ft.)	
ii	Exact Built up area (In sq.ft.)	
iii	Floor Location (Ground/ First etc.)	
iv	Floor Number(s) offered	
v	Floor wise rentable Carpet Area	
vi	Floor Location (Ground/ First etc.)	
vii	Age of Building / Date of Construction	
viii	Frontage area in feet	
ix	Access/ Distance from main Road (State Whether it is on main Road)	
x	Type of Building (Residential / Commercial / Industrial)	
xi	Type of Construction (Load Bearing / RCC / Steel Framed)	
xii	No. of Floors and Height of Each Floor, including Basement, If any (Clear floor height from floor to ceiling)	
xiii	Is the building ready to use?	Yes/ No







part C: Other Particulars

i.	Lease period Offered	
ii.	No. of Toilets /Bathrooms available in the premises for Men, Women	
iii.	Details of 3 Phase Electric Power Supply available (Also state the Sanctioned Power Load)	
iv.	Whether electrical installations and fittings, power, Plugs, switches etc. provided or not?	
v.	Details of power back-up facility (if available)	
vi.	Parking space available for Bank and specify how many Nos of vehicles can be parked (Cars / Two Wheelers)	
vii.	Whether accommodation offered for rent is free from litigation including any encumbrances, disputes in regard to ownership, pending taxes / dues or like (enclose copy of Affidavit from owner or Power of Attorney holder)	
viii.	Time required for giving possession	
ix.	Whether agreeable to provide for rooftop for installation of V-SAT/ Solar Panels/ Tower or any other Bank's equipments (Yes/ No):	
x.	Any other information which is not covered	

Signature of Legal Owner/ Power of Attorney Holder

Declaration

- I/we have read and understood the requirements and detailed terms and conditions applicable to the subject as supplied with the bid documents and agree to abide by the same in totality.
- It is hereby declared that the particulars of the buildings etc., as furnished Against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false, I/we Shall be liable to such consequences/lawful action as Aryavart Bank may wish to take.

Dated :

Signature\_\_\_\_\_

Name:\_\_\_\_\_

Designation\_\_\_\_\_



OFFER OF BANK'S PREMISES ON LEASE /RENTAL BASIS

**FINANCIAL BID (Annexure –II)**

With reference to your advertisement in the local dailies/banks Website dated \_\_\_\_\_  
I/We hereby offer the premises owned by us for housing your branch/office on lease basis.

**Part A: General Information**

Full particulars of the legal owner of the premises: i. Name  ii. Address of office & Residence  iii. Telephone No./Mobile No  iv. Email Address  v. PAN No.	
Share of each Owner, if under any joint ownership	
Status of the applicant with regard to the Accommodation offered for hiring (enclose power of Attorney also if the applicant is other than owner)	
Location: Name of the building/scheme • Sector  • Street  • Residential/Commercial/Industrial  • Area  • Full Address	
Total Area Offered In a) Sq.ft Carpet Area b) Built up Area	





**Part B : Total Demand (per month) – during the initial period of five years**

1	Rent In Rs. Per Month Per Sq. Ft Carpet area	
2	Maintenance Charges per month (If Chargeable)	
3	Any Other Charges	
4	Total (Rent + charges) per month in INR (1 To 3 Above)	
5	Total amount per Sq. feet (Carpet Area)	a) In figures _____  b) In words _____
6	Percentage of rent revision proposed (after five years)	c) _____

**Note:**

Rates should be quoted in figures and words without any errors, overwriting or Corrections and should include all applicable taxes, etc. in case of any discrepancy between the amount mentioned in number and words, the amount mentioned in words shall prevail.

**Date:**

**Signature of Legal Owner/ Power of Attorney Holder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

