



NATIONAL HOUSING BANK

**NOTICE INVITING
TENDER OFFER OF
PREMISES ON LEASE BASIS
IN
BHOPAL, MADHYA PRADESH**

ISSUED BY:

**General Administration Department
National Housing bank
Core 5A, India Habitat Centre,
3rd-5th floor, Lodhi Road, New Delhi - 110003**

**NOTICE INVITING TENDER OFFER OF PREMISES ON LEASE BASIS
UNDER TWO BID SYSTEM**

The Offer document consists of the following two parts:

- A. TECHNICAL BID DOCUMENT
- B. FINANCIAL BID DOCUMENT

All the above-mentioned documents are to be submitted to the Bank duly signed by the offerer/s on all pages.

National Housing bank
Core 5A, India Habitat Centre,
3rd-5th floor, Lodhi Road, New Delhi – 110003

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PREMISES ON LEASE BASIS IN
BHOPAL, MADHYA PRADESH**

Part A – Technical Bid

Technical Bid (to be kept in Envelope No. I and to be superscribed as “Technical Bid for providing office premises to NHB on Lease basis in Bhopal”)

A. About National Housing Bank

National Housing Bank (NHB) is a Statutory Body under Govt. of India and is an Apex Financial Institution formed under the Act of the Parliament, i.e., National Housing Bank Act of 1987, with a mandate for Promotion, Development and Supervision of the Housing Finance Sector.

The Head Office of NHB is in New Delhi and it has Regional Offices (RO)/ Regional Representative Offices (RRO) in Mumbai, Ahmedabad, Bengaluru, Bhopal, Chennai, Delhi, Guwahati, Hyderabad, Kolkata and Lucknow.

B. Proposed Location of the property:

The property should be located in and around the following areas:

- Arera Hills
- MP Nagar
- New Market
- Bittan Market
- Any other prominent location in the city

Decision of the Bank will be final and binding in deciding if the premise offered is situated within the localities specified and is suitable or not suitable for NHB.

C. Area (measure) of property:

The built-up area of the property should be admeasuring about 1500 Sq Ft. The area parameter can further be relaxed based on the suitability of the premises at the sole discretion of the Bank. The property may be bare shell or finished / furnished. In case of furnished premises, the Bank shall also be able to make required modifications in the premises to suit its requirement. Availability of sufficient number of car parking spaces is necessary.

D. **General Instructions:**

1. The tender documents have been uploaded on the website.
2. The tender documents can be downloaded from the website of the Bank i.e www.nhb.org.in under the head "Tenders". Alternatively, the tender documents can also be obtained from NHB's Bhopal Representative Regional Office at the address given below:

Sh. Vaibhav J. Ramteke
Regional Manager
Contact No. +91-9818392483
National Housing Bank,
M.P. State Cooperative,
Agriculture and Rural Development Bank Ltd. Building,
Fourth Floor, 8 Arera Hills,
Old Jail Road, Bhopal, 462004(MP)

For any queries or clarifications you may contact Shri Vaibhav J. Ramteke, RM at contact no: +91-9818392483 & email: vaibhav.ramteke@nhb.org.in.

3. The intending bidder has to put the tender in the envelopes and mark the envelopes as I, II and III. Usage of Envelopes will be as under:

Envelope I (Technical Bid) - shall contain the details regarding property i.e., the name of the building, area of the premises, location, site plan, floorplan, built-up area and carpet area of the space, parking details, copy of the approved plan by the local authorities, broad specifications of the space / building and other terms and conditions relevant to the premises other than PRICE. Please note that price details are to be written in Financial bid only and no other place. This envelope would be superscribed as "Technical Bid for providing office premises to NHB on Lease basis in Bhopal".

Envelope II (Financial Bid) - shall contain only financial details i.e. the rent for the premises offered and other financial implications, if any. This envelope would be superscribed as "Financial Bid for providing office premises to NHB on Lease basis in Bhopal".

Envelope III (Outer Envelope) - Both the above-mentioned sealed envelopes (envelopes marked I & II) should be placed in this outer envelope and shall be sealed and superscribed as "Tender for providing office premises to NHB on Lease basis in Bhopal" and should be sent to the following address:

Sh. Vaibhav J. Ramteke
Regional Manager
Contact No. +91-9818392483
National Housing Bank,
M.P. State Cooperative,
Agriculture and Rural Development Bank Ltd. Building,
Fourth Floor, 8 Arera Hills,
Old Jail Road, Bhopal, 462004(MP)

4. The tenders shall be submitted before **3:00 PM** of **26th September 2022** at the address given above. Late tenders would not be accepted. NHB does not take any responsibility for any postal delay.

5. Tenders should be submitted in the prescribed form only. Tenders not received in the prescribed form or with any modifications are liable to be rejected. Details are to be filled and tender should be submitted in the document downloaded from the website/collected from the above address only.

6. The bid can be submitted by Owner or Owner's authorized representative on or before **3:00 PM** of **26th September 2022**. If submitted through representatives, the representative will have to enclose the Letter of authority/ the Power of Attorney along with the Technical Bid which evidences that he / she has been duly authorized by the owner (s) to sign and submit the tender on their behalf for that particular property, otherwise the offer will be considered null and void at any stage as per the decision of Bank.

7. The tenderer is required to sign on all the pages of the technical bid and financial bid and submit the same as a token of acceptance of the terms and conditions stated in this tender. It may please be noted that conditional tenders would be liable for rejection. In case of any queries / clarifications with respect to this tender, the same may be obtained from Shri V a i b h a v J. R a m t e k e , RM at contact no: +91-9818392483 & email: vaibhav.ramteke@nhb.org.in

8. Any corrigendum/ amendments/ clarifications/ extension/ changes regarding this bid process would be posted on the Bank's website

www.nhb.org.in only.

9. The tenders (technical bid) will be opened at **3:30 PM** on the last date of submission (i.e **26th September 2022**) in the presence of bidders who wish to be present at the above address.

E. **Other terms and conditions:**

1. No brokerage is payable by the Bank in this transaction, even if the tender is submitted by the broker or agents.

2. Bank reserves the right to accept or reject any/ all the bids at any stage without assigning any reasons or suspend this exercise at any stage. In case of not acceptance / suspension of the bid process, no compensation or consideration will be admissible.

3. The Applicant(s) should be an Income Tax assessee(s) with PAN No. and its tax returns must be up to date.

4. The offerer should also ensure that the premises offered to the Bank is free from any litigation.

5. In case of any outstanding loan on the property, the owner shall enclose a letter from the lending entity viz. Bank/ Financial Institution, that it has no objection to the owner providing the subject premises to NHB on Lease basis.

6. The premises should be available with all the necessary documents to establish ownership of the offerer on the offered property and No Objection Certificate as may be required from all the concerned authorities (including, society/ builder etc.) for providing the office space to NHB.

7. The premises offered shall be ready for occupation and should be free from all encumbrances. The premises should have easy access to public transport, water and electricity connection. The premises shall have and the owners shall be able to provide electricity load of adequate capacity. The space should have all local authorities and other statutory approvals for use as office premises. Premises with central air conditioning and D. G. Set power backup shall be preferable.

8. The owner should provide suitable space in the premises at prominent

locations to allow NHB to display its name board.

9. By submitting the offer, it shall be presumed that the owner has permitted NHB or its representatives, with prior appointment to inspect the property offered as well as property documents and to carry out the measurements, valuations thereof.

10. The owners of the shortlisted parties should be able to give a certificate to the extent that they are the owners of the property and they have the right to lease out the said premises to National Housing Bank. The owners should produce all approvals from statutory authorities to make use of the offered premises as office premises.

11. Preference would be given to the suitability of location of the premises. Premises in better maintained buildings, having good view would be preferred to others. Similarly, premises in comparatively new buildings with better amenities like lift, power backup/DG set, firefighting installations, central air conditioning, etc. would be preferred.

12. The premises offered should be disabled friendly.

13. Provision of 2 separate exclusive washrooms (one each for male and female) shall be available in the premises offered.

14. There should be two covered/open car parking available.

15. Facility of power backup and provision to accommodate the infrastructure for MPLS (Multiprotocol label switching) connectivity should be available in the building.

16. **Period of Lease:** The premises shall be leased out to NHB for a period of nine years under a single Lease agreement. For the purpose of payment of rent, the 9-year period would be divided into 3 terms of 3 years each as stated at para 19 below.

17. **Rates to be quoted in the Financial Bid:** The bidders have to quote the amount of Total monthly rent in the financial bid document. It may be clearly noted that the Total monthly rent quoted (Column (6) in the Financial Bid document of this tender) should be inclusive of all society outgoings / common maintenance charges, property tax, or any other charges of whatsoever nature

which is / becomes applicable on the property. The Total monthly rent quoted / applicable for the term would remain constant for that particular term irrespective of any variation in the society / maintenance / property tax etc. charges required to be borne by the owner in respect of the property. The rent to be quoted shall be exclusive of GST applicable on the rent. NHB would pay GST (at the applicable rates) over the rent amount to the owner. No other amount would be payable by NHB. Further it may be noted that while making payment of rent to the owners, NHB would deduct TDS (as applicable).

18. Water and electricity charges to be borne by the Bank on actual consumption basis.

19. **Standard Rent Escalation Clause:** NHB will be entering into Lease agreement for a period of 9 years. For the purpose of payment of rent, the 9-year Lease period will be divided into 3 terms of 3 years each. After the expiry of the first 3-year term, the total monthly lease rent for the second term of 3 years would be increased by 15% over and above the total monthly lease rent for the first 3-year term. However, in case of decrease of rentals in the market, NHB and the lessor shall negotiate and decide as to reduction in the agreed lease rent. The same procedure would be adopted for fixing the rent of the third term of 3 years

20. **Lock-in period of the Lease arrangement:** The lease agreement can be terminated by NHB only during the first term (initial 3 years) of the lease agreement by giving six months' notice. Thereafter, i.e. in the 4th year and onwards, the lease agreement can be terminated by either party by giving six months' notice.

21. **Payment of Monthly rent by NHB to owners:** The rent would be paid on or before the 10th of the following month in advance based on the invoice generated by the owner/s.

22. **Refundable Security deposit against the use of property:** NHB would deposit an amount equivalent to maximum of 3 months' rent with the successful bidder (Owner) at the time of registration of the agreement towards security deposit (non-interest bearing). The security deposit will be refundable to NHB after expiry of the Lease period or pre-termination of the Lease, whichever is earlier.

23. The tenderer has to mention the carpet area and the built-up area clearly. The break-up of the built-up area indicating the areas covered are also to be

mentioned in the tender.

24. All minor repairs inside the premises would be done by the Lessee. The major, structural and outside repairs, if any, during the entire lease period, would be carried out by the Lessor.

25. The high-rise premises (i.e., floors offered above 3rd floor) must mandatorily have lift facility.

26. Any approval /permission or NOC required for leasing out the said premises shall be obtained by the Lessor and provided to the Lessee. Expenditure in this regard is to be borne by Lessor.

27. Please note that NHB reserves the right to reject any or all the offers without assigning any reasons whatsoever.

28. NHB is not bound to accept the lowest or any or all the tenders and will not be required to give any reason for rejecting any tender.

29. NHB may cancel the present process at any stage without giving any reason and the bidders shall not claim any damages / reimbursement on account of any expenditure incurred by them for any process involved whatsoever in nature.

30. The validity of the bids submitted by the bidders would be for 60 days from the last date of submission of the tenders.

From: Bidder's name & address

To,
Sh. Vaibhav J. Ramteke
Regional Manager
Contact No. +91-9818392483
National Housing Bank,
M.P. State Cooperative,
Agriculture and Rural Development Bank Ltd. Building,
Fourth Floor, 8 Arera Hills,
Old Jail Road, Bhopal, 462004(MP)

Sir,

Offer for office premises on Lease basis to National Housing Bank (NHB) in Bhopal, Madhya Pradesh.

This offer is with reference to the advertisement published on the website of National Housing Bank and Central Public Procurement Portal, for taking premises on Lease basis by National Housing Bank (NHB) in Bhopal, Madhya Pradesh.

We hereby undertake that we have understood all the terms and conditions stated in the advertisement and the application form and we would abide by the decision of the Bank on the same.

We understand that:

- a. No brokerage is payable by NHB to us or our representative in this transaction.
- b. All payments for rent, etc would be made by NHB through cheque payable in Bhopal / NEFT (banking channels).
- c. Preference would be given to the suitability of location of the premises. Premises in good localities and better maintained buildings having good view

and well connected with local transport would be preferred to others. Premises with amenities like lift, power backup/ DG set, etc. would also be preferred. Similarly, premises with relatively new construction would be given preference.

d. Premises should be ready for possession and occupation with all the necessary documents required for the leasing out of the premises to NHB along with occupation certificate.

e. The built-up area of the premises should be admeasuring about 1500 Sq Ft. Sufficient Open/closed car/two-wheeler parking space is essential.

f. The advertisement released in this context will form part of the agreement to be executed between us and NHB.

The details of the premises offered are as under:

Sr. No.	Description	Details
1.	Premises offered by Owner / Representative	Please tick appropriate option Owner / Representative
2.	Name of the Owner (in case of the Joint ownership, please specify all the names, with whom the agreement would be signed and payment would be made).	
3.	Name of owner of land (or society) on which building / premises is situated.	
4.	Address of the owner (landlord of the premises) where the correspondence will have to be made.	
4a.	Telephone no. with STD code	
4b.	Mobile No.	
4c.	Email	

4d.	PAN no. of the owner/owners of the premises.	
5.	If the owner(s) intend to offer their property through their Authorized representative, the following details maybe provided:	
5a.	Name of the Authorized representative(s)	
5b.	Address	
5c.	Telephone no. with STD code	
5d.	Mobile No	
5e.	Email address	
6.	Correspondence address: Please indicate clearly to whom and where the correspondence (during the process) is to be sent	
7.	Property Details	
7a.	Complete address of the premises being offered (and as appearing in the property documents)	
7b.	Built up area of the premises offered in sq.ft./sq.mtrs. including break up details of the same.	

7c.	Carpet area of the premises offered in sq.ft./sq. mtrs. including break up details of the same.	
7d.	Approval for commercial use of the premises	
7e.	Distance from the Airport (in Km)	
7f.	Distance from the Bhopal Railway Station (in Km)	
7g.	Security Arrangements in the building	
7h.	Air Conditioning provision	
7i.	Accessibility to public transport	
7j.	Provision for alternate power Supply (DG set/Power backup)	

7k.	Details of Municipal approval (Municipal approved plan to be enclosed/ provided).	
7l.	Completion / Occupation Certificate to be enclosed / provided.	
7m.	<p>Details of the Building</p> <p>a) Year of construction</p> <p>b) No. of floors</p> <p>c) Nearby landmark</p> <p>d) Lift Availability</p> <p>e) Power Availability (maximum loadin KVA which can be provided to the offered premises)</p> <p>f) Floor to Floor Height (i.e. up to R.C.C. Ceiling)</p> <p>g) Height between Floor and bottom of the lowest beam</p>	
7n.	Whether the property is a bare shell or finished/furnished one? (If furnished, please provide details thereof)	Bare Shell / Finished(Please tick)
7o.	<p><u>Open / Covered / Garage / Stilt car parking space:</u></p> <p>Number of parking spaces which are exclusively earmarked for the property offered and which are proposed to be assigned along with the property, along with the location</p>	Details of parking with numbers.

	<p>and number of the said parking spaces.</p> <p>No separate consideration is payable for this. Needs to be factored in the rent.</p>	
7p.	<p>Availability of 24 hours water supply.</p> <p>Please mention the source / mode of water supply i.e., Municipal water supply / Bore wells etc.</p>	<p>Yes/No. (Please give details)</p>
7q.	<p>Whether the premise is disabled friendly?</p>	
7r.	<p>Whether 2 separate exclusive washrooms are available for male and females in the premises offered?</p>	
7s.	<p>Whether appropriate space is available for fixing Bank's signage at a prominent place in the premise offered?</p>	
7t.	<p>Whether facility of power backup and provision to accommodate the infrastructure for MPLS connectivity available in the building?</p>	

8	<p>Other details, if any.</p> <p>While efforts have been made to capture details of the property, the bidders may also like to highlight other attributes / advantages, facilities associated with the property and not covered above in the space provided below.</p>
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Procedure to be followed for acquisition of property:

- 1) After opening of the Technical bids, the Bank would carry out the evaluation of the tenders with respect to the conditions stated in the tender received in response to the advertisement. If required, Bank reserves the right to call for any further information / certification etc. from the bidder at any stage.
- 2) The properties which are not as per the location/ parameters indicated or unsuitable may be summarily rejected even without inspection. The unopened financial bids of these offerers /bidders would not be opened and returned to the offerers /bidders in the same sealed condition as received.
- 3) Subject to the above, the properties for which offers have been received will be visited by a Bank's officials to ascertain the suitability of the premises offered and a short list would be prepared.
- 4) The Bank reserves the right to get the documents of such short-listed properties examined by an Advocate/ Lawyer / Agency finalized by the Bank and their decision in this matter would be final.
- 5) The financial bids for only those shortlisted properties, who have clear title and who meet the requirement stipulated in the tender document, would be opened by the Bank. The date of opening of the financial bids would be informed to the shortlisted offerers /bidders at the communication address (or e- mail id) given in the tender. It is clarified that the Financial Bids will not be opened for the Tenderer/ Bidder who do not qualify in the Technical Bids.
- 6) The date, time and venue for opening of the Financial bid will be intimated to the shortlisted Tenderer/ Bidder only. This would be informed through email / written communication.
- 7) Evaluation of Tender - Determination of L-1: The bidder who has quoted the lowest Total monthly rent (Column (6) in Financial Bid document of this tender) and/or lowest Total rate per sq.ft of built up area (column (5) in Financial Bid document of this tender) would be considered as L-1 and intimation in this regard will only be sent to the successful bidder.
- 8) After the financial bids are opened requisite decisions would be taken by the Bank and only successful bidder would be intimated.
- 9) The selected bidder/ owner has to execute all the requisite documents as advised by the Legal Department of the Bank as required for leasing out the property. The Lease agreement would be prepared by the Legal Department of the Bank based on the conditions stipulated in this tender and as

per the general formats applicable for such transactions.

10) NHB reserves the right to give preference to offers received from Public Sector Enterprises/Government undertakings, Government bodies/Corporation.

Declaration by the owner / bidder:

I/ We further declare, confirm and undertake:

A) I / We declare that the premises have a clear title and can be used as office premises.

B) Any expenditure /expenses towards the maintenance of the premises, taxes, water charges, etc, prior to the date of handing over to NHB will be borne by us. The Total monthly rent (Column (6) in Financial Bid document of this tender) quoted in the Financial Bid includes all society outgoings /common maintenance charges, property tax etc.

C) The drafts of all documentation that may be finalized by NHB and /or its Legal Department shall be final and binding on me / us.

D) I / we am/ are aware that NHB is not bound to accept the lowest or any or all the Tenders and will not be required to give any reason for rejecting any Tender. I / we are also aware that in case my / our offer is not as per the consideration decided by NHB, the Bank may reject my/our offer even if I/we are the lowest bidders.

E) I / We undertake to provide a structural stability certificate from a qualified Architect/Chartered Engineer before opening of the financial bids, if called for by the Bank, whose cost will be borne by me/us.

F) I / we are aware that NHB may cancel the present process at any stage without giving any reason and I / we would not claim any damages / reimbursement on account of any expenditure incurred by us for any process involved whatsoever in nature.

G) In all disputes and/or differences arising out of or relating to or concerning this offer and the agreement, if any, between myself/ ourselves and NHB concerning and/or relating thereto and/or relating to the above-mentioned premises Civil Courts in Delhi shall have exclusive jurisdiction.

H) The form which is downloaded from the website has not been changed or corrected in any manner. I understand that only the conditions as appearing in the original will be treated as valid. If there are any changes/corrections in the forms my tender is liable to be rejected at the discretion of NHB.

I) My / our offer is open for acceptance for a period of 60 days from the last date of submission of tender.

J) We undertake to make all arrangement for execution and registration of the

lease agreement. We undertake to bear the expenses required for registration of the agreement and stamp duty as required on 50%-50% basis.

K) I/ We hereby declare and confirm that we would not advertise / propagate in any form, i.e., in Print media, (newspapers, brochures, catalogues etc.), electronic media, social media or in any form of advertising / soliciting in respect of the said process. I / we are aware that the Bank may initiate any action as they deem fit in the event the said condition is violated.

L) There is no mention of any financial details or conditions or amount details in the Technical bid.

M) The bid amount is mentioned only in the Financial Bid. There are no technical conditions in the Financial Bid.

N) I / We, the undersigned am / are submitting this offer (in a sealed envelope duly superscribed and as per directions given in the tender) for providing the premises to NHB on Lease basis by submitting the same addressed to:

Sh. Vaibhav J. Ramteke
Regional Manager
Contact No. +91-9818392483
National Housing Bank,
M.P. State Cooperative,
Agriculture and Rural Development Bank Ltd. Building,
Fourth Floor, 8 Arera Hills,
Old Jail Road, Bhopal, 462004(MP)

O) I am aware that the last date and time for the submission of tender is up to **3:00 PM of 26th September, 2022** and the offers will be opened at **3:30 PM** on **26th September, 2022** at the above address and I am invited to be present at the time of tender opening.

P) I/We have not incorporated any additional condition in the Financial Bid/Technical Bid.

Q) I have signed on each page of this Technical Bid document

Signature of owner/ Joint owners/ Authorized Signatory

Name of the signatory : _____

Date: _____

Place: _____

Check List

Sr. No.	Enclosures/ Activities to be done by the tenderer	Please tick to ensure completion of the activity
1	Technical bid with documents is placed in Envelope I and sealed and superscribed as 'Technical Bid for providing office premises to NHB on Lease basis in Bhopal'.	
2	Financial bid is placed in Envelope II and sealed and superscribed as 'Financial Bid for providing office premises to NHB on Lease basis in Bhopal'.	
3	Both the above envelopes (I & II) are placed in Envelope III and sealed and superscribed 'Tender for providing office premises to NHB on Lease basis in Bhopal'	
4.	No financial details are revealed in the Technical Bid.	
5	All the points in the Technical Bid are duly filled in	
6	Necessary certificates / documents are enclosed and the same have been self-attested	
7	Signed on each page of the Tender Documents.	
8	All the over writings have been duly authenticated by signing beside such over writings.	
9	Any cutting made while filling in the forms have to be authenticated by signing beside such cuttings.	
10	Letter of authority / Power of Attorney (if applicable) is attached.	
11	The amount quoted in financial bid have been written in figures and words.	



National Housing bank
Core 5A, India Habitat Centre,
3rd-5th floor, Lodhi Road, New Delhi – 110003

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Part B - Financial Bid

Financial Bid (to be kept in Envelope No. II and to be superscribed as "Financial Bid for providing office premises to NHB on Lease basis in Bhopal ")

Complete address of the premises being offered to NHB, as given in the Technical Bid document:

My/ Our quote for providing the above premises to NHB on Lease basis is as given under:

Sr. No.	Total Built-up Area in Sq. Ft.	Rent per sq. ft. of built-up area	Additional charges (if any) per sq.ft of built up area	Total rate per sq.ft of built up area	Total monthly rent (payable per month in rupees)
(1)	(2)	(3)	(4)	(5) = (3) +(4)	(6) = (2) X (5)

Note:

- The above Total monthly rent (Column (6) above) includes all society outgoings / common maintenance charges, property tax, or any other charges of whatsoever nature which is / becomes applicable on the property.
Total monthly rent quoted above should be exclusive of GST. NHB will pay GST over the monthly rent as per GST rate applicable from time to time.

Signature of owner/ Joint owners/ Authorized Signatory

Name of the signatory _____

Date: _____

Place: _____