CALLING OFFERS FOR ACQUISITION OF PREMISES ON LEASE RENTAL

Premises Department of the Reserve Bank of India, Mumbai invites applications from the Owner(s)/ Power of Attorney Holder(s) of the premises for acquisition of office space admeasuring carpet area of 7000 sq. ft. on lease rental basis for housing Research Wing of the Centre for Advanced Financial Research & Learning (CAFRAL) initially for a period of three years to five years in South Mumbai viz. Nariman Point, Ballard Pier, Cuffe Parade or Colaba.

For details please log on to the Bank’s web site www.rbi.org.in under the section TENDERS.

"Don't get cheated by Emails/SMSs/calls promising you money"
PREQUALIFICATION CRITERIA:

The minimum criteria for pre-qualification will be as under:

1. Premises:

   i) The Applicant(s) should be the bonafide Owner(s) or Power of Attorney Holder(s) of the premises i.e. they must be having clear title in respect of the premises. **Offers from brokers/agents will not be entertained.**

   ii) The Applicant(s) should be an Income Tax assesse(s) with valid PAN No. must be up-to-date in filling IT Returns.

   iii) The premises offered should have necessary approval from the Municipal authority and ready for possession

   iv) The building should be constructed as per the sanctioned/approved plan of the Competent Development Authority. The building should be well maintained.

   v) The Premises should be situated in good commercial locality with proper accessibility. The premises with parking facility shall be preferred.

   vi) The building should be insured for special Hazards like fire, water logging, flood, etc.

   vii) Supply of adequate portable water round the clock should be available at the premises and appropriate approvals/sanctions from the local municipal authorities should be in place.

   viii) The landlord should be able to furnish an upto date position in respect of the dues and other statutory obligations of the Municipal Corporation, as well as, other revenue authorities, as applicable.

   ix) The occupancy certificate of the premises from the local authorities should be available for leasing the premises.

   x) 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.

   xi) The civil work, if any related to provision of toilet block(s), pantry, flooring and other requirements of RBI will have to be carried out by landlord before giving possession of the premises

   xii) The landlord should arrange to provide uninterrupted power supply in the premises. The premises should preferably have 3 phase connectivity, capable of having a minimum load of 35 KW.
2. **Rentable Area:**

Rentable area of the premises should be clearly mentioned as floor area which could be always measured jointly by the Bank and the landlord. The floor area shall be defined as the area which is covered but excluding the following portions:

a. Walls and columns
b. Portico/canopy
c. Sanitary shafts
d. Staircase
e. Box Louvers
f. Lift wells
g. Air conditioning ducts
h. Balcony
i. Portion below window sill
j. Lofts

3. **Rent:**

The Bank shall start paying the rent as per the Carpet Area 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.

4. **Execution of the lease Documents:**

Once the premises is taken on lease by the Bank, the lease deed shall be executed initially for a period of **three to five years with an option to extend by mutual consent** 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.

5. **Tender Documents:**

a. Separate tender documents are to be submitted in the prescribed format which can be downloaded from the Bank’s website ([www.rbi.org.in](http://www.rbi.org.in)) with (Annexure A & B).

1. The **Technical bid (Cover “I”)** should contain the completed application form i.e. **Annexure A** along with other details like certified true copies of land documents/credentials like clear title, Building Development Authority approved building layout plan, NOC, up-to-date Income Tax Returns submitted, Occupation/completion certificates if available etc.

2. The **Price Bid (Cover “II”)** should contain only the offered rate.

3. Both the covers are to be placed in third cover (Cover “III”) super scribed
with the legend “Offers of Acquisition of Premises by RBI in South Mumbai” should be submitted latest by November 26, 2014 upto 5.00 pm at the address mentioned below. Applications received after November 26, 2014 will not be entertained.

**Address:** Reserve Bank of India  
Premises Department  
Central Office  
5th floor, Central Office Building  
Shahid Bhagar Singh Marg  
Mumbai – 400 001.

After evaluation of the technical bids, the price bids will be opened in respect of those applicants who are found qualified for the purpose. The date of opening price bids will be intimated.

b. The Bank will have the right to relax the minimum pre-qualification criterion in exceptional circumstances.

c. The bank reserves the right to reject any or all the tender without assigning any reason there for. Canvassing in any form will disqualify the offer received. No brokerage will be payable.
ANNEXURE A

APPLICATION FOR OFFER OF PREMISES ON LEASE RENTAL BASIS

With reference to your advertisement in the newspaper/ our website dated -----------
I/We hereby offer the premises owned by us for housing the Research Wing of the Centre for Advanced Financial Research and Learning (CAFRAL) on lease basis.

TECHNICAL BID

General Information

1. Location (Full address required)
   a) Name of the building
   b) Floor No.
   c) Name of the Street
   d) Name of the city
   e) Pin Code No.

2. a) Name of the owner/s
   b) Address of the owner/s (Full address along with copy of proof like Telephone Bill/ passport/Driving License)
   c) Contact (Phone) No.
      Land line No. & Mobile No.) (Please attach latest telephone bill without which application will not be entertained.
   d) E-mail address

3. Technical information
   (a) Age/Condition of the Construction/ Building :

   i) Newly constructed within 2 years (Completion & Occupation Certificate with date to be enclosed).

   ii) Old Construction - Mention year of Construction (as given in Completion/ Occupation certificate)
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<td>b) i) Covered Area of the Plot/premises (Full address required)</td>
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<td>ii) Covered Area for 1 Parking 2 Generator</td>
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<td>c) Type of Building Residential/Commercial Institutional/Industrial</td>
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<td>i) Details of Construction of the Building. RCC Construction or Load Bearing Brick Construction (please specify)</td>
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<td>ii) Whether the building is moisture and pesticide free building  i) Moisture Free Yes/No  ii) Pesticide free Yes/No</td>
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<td>d) Type of Flooring  Other details of floor</td>
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<td>* Floor to Ceiling height should be 14 feet (minimum)</td>
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<td>e) Available space i.e. Floor Area  i) Floor No./Nos.  ii) No. of Toilets/(Minimum 2 toilets must )  iii) Floor wise area which will be offered</td>
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<td>f) Whether proper sanitary/sewage system is available.</td>
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<td>g) Whether Power/Electric Supply - Yes/No (Adequate power supply) is available –</td>
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<td>h) Whether anti-lightening devices is provided – Yes/No</td>
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<td>i) Whether captive power supply (generator) is available – Yes/No.</td>
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<td>j) Whether adequate water supply is available – Yes/No.</td>
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<td>k) Whether plans are approved by the local authorities (attach copy of sanctioned Bldg.Plan) – Yes/No.</td>
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<td>l) Whether NOC from the department obtained – Yes/No.</td>
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<td>m) Whether occupation certificate has been received (attach copy) – Yes/No.</td>
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<td>n) Whether direct access is available from the main road – Yes/No</td>
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<td>o) Whether lift facility is available – Please specify the number of lifts available for use)</td>
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<td>p) Title Deed (attach copy of title deed)</td>
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<td>q) Whether all statutory obligations are cleared (Please enclose IT Return. Municipal Tax Receipt–Current and other supporting documents) – Yes/No.</td>
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r) Whether the premises is insured for Special Hazards like fire, flood, water logging etc. – Yes/No.

s) Any other relative information

I/We have read the terms and conditions stated above. The information given by us is true and if any document is not attached with this form will render my/our application liable for rejection for which I/we will not raise any objection in future.

SIGNATURE OF THE LANDLORD/OWNER :

FULL NAME :

FULL ADDRESS :
(As mentioned in the telephone bill or any other document attached to application)

CONTACT NUMBER :
(Along with proof of copy of telephone bill)
ANNEXURE B
APPLICATION FOR OFFER OF PREMISES ON LEASE RENTAL BASIS

PRICE BID

With reference to your advertisement in the local dailies dated______, I / We hereby offer the premises owned by us for housing the Research Wing of the Centre for Advanced Financial Research and Learning (CAFRAL) on lease basis on the following terms and conditions:

GENERAL INFORMATION:

{A} LOCATION:

Name of the Building/ Premises
Floor No./Door No.
Name of the Street
Name of the City
Pin Code

{B} NAME OF THE OWNER/S:

RENT: _____________ Rent per sq. ft. of floor area (carpet area) or lump sum

Note: Please note municipal taxes / cess, service charges are to be borne by the landlord only.

NOTE:

The floor area (carpet area) is the covered area excluding the following:
Walls
Columns
Balconies
Portico / Canopy
Staircase
Loft
Sanitary Shaft
Lift Well
Space below the window Sill
Box Louvre
A.C.Duct

SIGNATURE OF THE OWNER.

Date: