



भारतीय रिज़र्व बैंक, गुवाहाटी
Reserve bank of India, Guwahati

Requirement of Office Premises on Lease Basis in Kohima- Reserve Bank of India, Guwahati

Reserve Bank of India, Guwahati invites quotations in sealed envelope addressed to the Regional Director, Reserve Bank of India, Human Resource Management Department, 4th Floor, Pan Bazar, Guwahati 781001 for commercial premises, preferably independent/ standalone, for its office premises at Kohima on lease basis. The minimum carpet area required for the office premises is 4000 sq.ft. The property should preferably be located in new secretariat area, Kohima having adequate security cover, proximate to State Government offices and controlling offices of the banks or any other such area of importance. Interested parties may send their quotations in the prescribed format which may be downloaded from Bank's website www.rbi.org.in under "Tenders". The schedule of the process is as mentioned below.

Availability of application form on website	May 27, 2022 (10.00 am)
Last date of downloading application form from the website	June 03, 2022 (4.00 pm)
Last date of submission of the application form	June 07, 2022 (5.00 pm)
Opening of part I of the application	June 08, 2022 (11.00 am)
Opening of part II of the application	Will be informed after scrutiny of the part I of the application

In case of any clarification, you may please contact the following officials of RBI on or before June 03, 2022 (4.00 pm).

1. Shri Ritesh Kumar, Asst General Manager, email- hrgmdguwahati@rbi.org.in, Ph-9560378025
2. Shri Nimeet Kumar Garg, Manager, email- hrgmdguwahati@rbi.org.in, Ph-9864730266



भारतीय रिज़र्व बैंक, गुवाहाटी
Reserve Bank of India, Guwahati

Notice Inviting Quotations for Office Premises in Kohima

Reserve Bank of India, Guwahati invites quotations addressed to the Regional Director, Reserve Bank of India, Station Road, Panbazar, Guwahati-781001 for office space measuring not less than 4,000 sq. ft. for its office premises on lease basis for initial period of three years (extendable further with mutual consent). The property should preferably be located in new secretariat area, Kohima having adequate security cover, as also in proximity to State Government offices and controlling offices of the banks or any other such area of importance.

Instruction/ Guidelines to Tenderer:

1. The Tenderers are required to complete the format in all respects with specific answers to all the questions/points.
2. Property should preferably be located in Kohima in an area having adequate security cover, as also in proximity to State Government offices and controlling offices of the banks. or any other such area of importance. Surrounding and proximity to public amenities like bus stop, banks, markets, hospitals, etc shall be preferred.
3. The premises shall preferably be freehold.
4. The tenderers shall enclose copy of proof of ownership of the premises. The tenderers shall also enclose copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc, indicating dimensions of the space offered.
5. The tenderers shall arrange for all permissions/approvals (if required) from the concerned local statutory authorities at their own cost for using the premises for commercial purpose before handing over possession of the premises.

6. The tenderers shall state the details of existing interior amenities, etc. provided in the premises and confirm their willingness to carry out the work of interior amenities, etc. as described by the RBI at their own cost, details of which are given in the format of technical and financial bid.

7. **Rate per sq. ft. of Carpet area:** The carpet area rate shall be inclusive of basic rent plus all proportionate statutory charges (i.e. all taxes/cess present and future- House Tax, Property Tax and Municipal taxes etc.) maintenance charges and Service charges like Society charges etc. The rent will be paid by the RBI from the date of taking possession of the premises. Nothing extra will be paid other than the monthly lease rent (total carpet area rent). Lease rent as applicable shall be paid on monthly basis on completion of the month within 10 days of the next month. No advance rent will be paid in any case. The rate quoted shall be competitive since other similar offers will be concurrently examined.

8. The tenderer shall have no objection to the RBI installing exclusive Diesel Generator set (D.G. Set) for its use. If so desired by the RBI, the successful tenderer shall provide suitable space for installation of D.G. Set without any extra cost to the RBI.

9. Latest certificate from the competent authority of having paid all the updated relevant taxes indicating the details of the property offered for leasing out to RBI should be furnished.

10. The particulars of amenities provided /proposed to be provided in the premises should be furnished in the technical bid.

11. Possession of premises is to be handed over within 30 (thirty) days from the date of receipt of acceptance of offer/letter.

12. The successful tenderer shall arrange for repairs and maintenance, color washing/OBD painting/ emulsion painting/ painting to doors, windows etc. before handing over the possession of the offered property. The premises have to be repainted and should be neat and clean i.e. in habitable condition while handing over the possession.

13. One certified copy of each of the following documents to be submitted by the tenderers who will be finally short-listed by the RBI:

I. Title document (preferably with English translation)

II. Copy of proof of payment towards municipal/ property taxes.

III. Occupancy/ completion certificate and any other clearance of Development authority/local body obtained, if any, in connection with the related work.

IV. Necessary Permission from Competent Authority for commercial use of the property.

14. In case the space in the tender document is found insufficient, the tenderer may attach separate sheets.

15. The offer should remain valid at least for a period of 03 (Three) months to be reckoned from the date of opening of "Technical Bid".

16. The short-listed tenderers will be informed in writing by the Reserve Bank of India for arranging site inspection of the offered premises.

17. Income Tax and Statutory clearances shall be obtained by the tenderers at their own cost as and when required. All payments to the successful tenderers shall be made through electronic modes of payments.

18. All the tenderers should submit the completed application form/ information at Reserve Bank of India, 4th Floor, Human Resource Management Department, Guwahati - 781001 before the last date.

19. **Addition & Alteration works:** During the period of lease, if the RBI desires to carry out any addition & alterations works at its own cost as per its requirement, the successful tenderer will permit the same on the existing terms and conditions and obtain necessary permission if required, from the local authority. The successful tenderer will also provide space for display of signboards without any extra cost.

20. **Lease Agreement:** The lease agreement will be prepared in duplicate and both the parties will bear the cost of their parts. Initially the lease will be executed for a minimum period of three years, which can be extended for further period on mutually agreed terms and conditions between the successful tenderer and the RBI.

21. **Income Tax:** Income tax will be deducted at sources from the monthly lease rent as applicable from time to time.

22. **Service Tax/ GST:** Service Tax/ GST as applicable from time to time will be paid extra.

23. **Rent Payment:** The payment of rent shall be made only after occupation of the premises or after the possession is handed over to the RBI. Any request from the successful tenderer for hike of rent during the period of lease shall not be entertained. The lease rent for a period less than one month will be paid on pro-rata basis.

24. **Water supply:** The successful tenderer shall ensure and provide adequate supply of drinking water and Lavatory throughout the lease period at their own cost. Sufficient capacity overhead water storage tank shall be provided for the offered premises.

25. Electricity:

I. The building should have sufficient electrical/power load sanctioned and made available to the RBI.

II. If required, additional electric power load will have to be arranged by the successful tenderer at their cost from the energy suppliers.

III. Electricity charges will be borne by the RBI for the area taken on lease, on actual basis based on the separate meter which would be provided by the successful tenderer. Any additional cost on the electrical connectivity will be borne by the successful tenderer.

IV. At the time of taking over possession of the premises, the RBI will note the electricity meter reading in the presence of the successful tenderer or his authorized representatives. The electrical charges will have to be borne by the successful tenderer up to that point.

26. **Parking:** The successful tenderer shall provide parking space (open/covered) for ten cars & ten two-wheelers without any extra cost.

27. Separate forms are to be submitted in case more than one property is offered.

28. The offered premises should be in good and ready to occupy condition. The successful tenderer will have to hand over the possession of premises within 30 (Thirty) days after the acceptance of their offer by the RBI.

29. Offers submitted by Real Estate consultants/ Agents should be accompanied by an authority letter from the owner (s). No brokerage will be paid by the RBI and RBI does not have any brokers.

30. The Financial Bid (FB) of such tenderers who do not satisfy the technical requirement specified by RBI shall not be opened.

31. All columns of the application documents must be duly filled in and no column should be kept blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. Any over writing or use of white ink is to be duly signed by the tenderer. The RBI reserves the right to reject the incomplete tenders or in case where information submitted/furnished is found incorrect.

32. Description of property and other terms and conditions as prescribed in Technical Bid (TB) shall be submitted duly signed by tenderer/ authorized representative in COVER 1. No indication of rent / charges is to be given in Technical Bid (TB). Signed copy of Instructions/guidelines for filling the format, declaration and terms and conditions are also to be submitted in Cover 1.

33. Financial Bid (FB) should be submitted in a separate sealed cover and marked as COVER 2. Both "COVER 1" & "COVER 2" sealed envelopes shall be put in another sealed envelope super-scribing "Tender/ Quotation Form for requirement of Space for Reserve Bank of India, Guwahati - 781001." Tenders/Quotation Form sent though FAX or email will not be accepted. The full name, postal address, e-mail address and Telefax/telephone number of the Tenderer shall be written on the bottom left corner of the sealed envelope, Insertions, postscripts, additions, and alterations shall not be valid unless confirmed.

34. RBI reserves the right to reject incomplete offers. These instructions / guidelines are to be signed and submitted as a token of acceptance with the Technical Bid.

RBI reserves the right to reject any or all the offers without assigning any reasons at any stage. The Tender inviting Authority does not bind to accept the lowest tender.

Sign and seal of tenderer and date



भारतीय रिज़र्व बैंक, गुवाहाटी

Reserve Bank of India, Guwahati

Requirement of space for Office Premises of Reserve Bank of India on Lease Basis

Technical Bid

Sr No	Details of Property	Remark
1	Name of the owner	
2	Address	
3	Phone No	
4	PAN No of tenderer	
5	Name of the building	
6	Location and Address of the property	
7	Details of encumbrances if any	
8	Usage of property (as approved by the competent authority) Residential/Commercial/residential cum commercial/shopping centre	
9	Whether the space offered is a multi-storeyed building If, yes	
	(a) Number of floor in the building	
	(b) At which floor, the premises are offered	
10	Whether the plot is free hold or lease hold?	
11	If lease hold, please mention the details of	
	(a) Name of the Title Holder/lessor	
	(b) Tenure of the lease	
	(c) Residual lease period	
	(d) Annual lease rents and amount	
12	Whether the property is mortgaged? if yes, mention the details	
	(a) Name of the organization where the property is mortgaged.	
	(b) Address of the organization with phone no	
	(c) Amount of loan availed	
	(d) Tenure of mortgage	
	(e) Residual mortgage period	

	(f) Emi paid	
13	Character/Type of locality Residential/Commercial/residential cum commercial/Shopping centre/industrial/Slum	
14	Area of plot (in sq. ft.)	
15	Size of the plot	
	(a) Frontage in meters	
	(b) Depth in meters	
16	Schedule of the plot i.e. Boundaries of the plot	
	North	
	East	
	South	
	West	
17	Whether the locality is free from special hazards like fire/flood etc	
18	Whether the locality has protection from adverse influence such as	
	(a) Encroachment	
	(b) Industrial nuisance, smoke, noise etc	
19	Please enclose copy of Property card or Patta etc	
20	Year of construction. Enclose an attested copy of NOC or Occupancy certificate issued by the Municipal Authority or any other Govt Bodies	
	(a) In case of old construction, NOC from the society may be enclosed	
	(b) Mention year of completion (as given in completion occupancy certificate issued by the authority)	
	(c) Indicate in whose name the conveyance deed is executed	
21	Date on which office premises can be handed over to RBI after finalization of the deal	
22	Build up area of the premises being offered now for office usage on lease basis. Please enclose copies or approved plans.	

23	What is the carpet area (for consideration purpose)	
	Specifications	
24	Types of building (Residential/Commercial/Residential cum commercial)	
25	Type of structure (RCC/Steel framed/load bearing)	
26	Type of wall (Brick/cement Block). Mention thickness of external wall and internal partition wall	
27	Details of flooring (M.M. Tiles /Ceramic/Vitrified/Marble) or any other.	
28	Details of Door frames (Sal Wood/Teak Wood/hard Wood/Aluminium) or any other	
29	Details of Door Shutters (Flush door/Teak wood/Aluminium) or any other	
30	Details of Windows frames (Sal Wood/Teak Wood/hard Wood/Aluminium) or any other	
31	Details of Window shutters (teak wood/Aluminium/steel) or any other with security grills or without security grills	
	(a) No. of toilets	
	(b) Details of floors & Dado in toilets	
32	Whether structural stability certificate enclosed (certificate shall be from licensed structural engineer or municipal corporation)	
	Service	
33	If lift facility is available, please give details of number of lifts, capacity, manufacture and year of installation.	
34	Please indicate source of water supply	
35	Capacity of the overhead tank feeding to the office premises under consideration for leasing	
36	Please give details of sewage system and storm water disposal	
37	Please indicate whether the building is prone to flooding	
38	Electricity	
	(a) What is the connected load to building in KW/KVA?	
	(b) Type of electric connection (commercial/residential)	
39	Please Indicate the type of wiring used, Aluminium or copper?	

40	Whether ELCB is provided? (Yes/No)	
41	Car Parking	Reserved.....nos/ Open.....nos
42	Two-Wheeler parking	Reserved.....nos/ Open.....nos
43	24 hrs Power/Electricity supply available	Yes/No
44	24hrs water/Overhead tanks available	Yes/No
45	Generator for emergency, if yes, mention capacity of the generator	Yes/No
46	Anti-lightning device management	Yes/No
47	Security Arrangements. Please give details	
48	Details of plan/blue-print/sanctioned plan	
49	Whether the plan of the property is sanctioned by the competent authority	
50	If sanctioned, please enclose copy of approved floor plan/s, section, elevations and site plan of the building	
	Provision for proper arrangements of fire safety	
51	Are the safety measures taken?	
52	If yes, Give details of arrangement	
53	Is No objection certificate obtained/secured from fire control authorities	
54	If yes, produce copies of proof/certificate	
55	List of enclosure	

I/We declare that the information furnished above is true and correct to the best of my knowledge.

Signature of the tenderer
with Seal & date



भारतीय रिज़र्व बैंक, गुवाहाटी
Reserve Bank of India, Guwahati

Contact Details

For any clarification regarding the application form, you are requested to kindly consult the following officials of the Bank on or before June 03, 2022 (4.00 pm).

1. Shri Ritesh Kumar
Asst General Manager
Human Resource Management Department
Reserve Bank of India
Guwahati
Ph-9560378025
2. Shri Nimeet Kumar Garg
Manager
Human Resource Management Department
Reserve Bank of India
Guwahati
Ph-9864730266



भारतीय रिज़र्व बैंक, गुवाहाटी

Reserve Bank of India, Guwahati

Requirement of Space for Accommodating Office Premises of Kohima sub Office of Reserve Bank of India on Lease Basis

Financial Bid

Sr No	Details of the property	Carpet area of the premises offered (sq. ft.)	Rate per sq. ft. carpet area (both in figures and words)	Amount in figures and words
1	2	3	4	5

Note:-

1. The rate shall be inclusive of basic rent and all proportionate statutory charges (i.e. all taxes / cess present and future - House tax, property tax, municipal taxes etc.) No property tax/ municipal tax will be paid by the RBI.
2. The rent will be paid on the basis of carpet area measurement.
3. Nothing will be paid other than the monthly lease rent.
4. The payment shall be made only after occupation of the premises or after the possession is handed over to RBI.
5. The lease rent will be paid after completion of the month. The lease rent for a period less than one month will be paid on pro rata basis.
6. The lessor would not ask for hike in rent during the lease period.
7. Income Tax: Income tax will be deducted at source as applicable from time to time.
8. Service Tax/ GST: Service Tax/ GST as applicable from time to time will be paid extra.
9. The offer should remain valid at least for a period of 03 (Three) months to be reckoned from the date of opening of the "Technical Bid".

Place:-

Date:-

Signature of the tenderer