

TENDER DOCUMENT

FOR

ACQUISITION OF FLATS

AT

Srinagar for accommodating Executives of the Bank

UNDER TWO BID SYSTEM

Issued by:

Jammu & Kashmir Bank
Premises Section,
Corporate Headquarters
M. A Road, Srinagar



**TENDER DOCUMENT INVITING OFFERS UNDER TWO-BID SYSTEM FOR
HIRING OF FLATS TO THE BANK AT SRINAGAR FOR ACCOMMODATING
ITS EXECUTIVES**

This Tender Document consists of the following:

- 1) Notice Inviting Offers.
- 2) Important Parameters.
- 3) General Instructions.
- 4) Terms & Conditions.
- 5) Technical Bid.
- 6) Financial Bid/Price Bid.

All the above mentioned documents are to be submitted to the Bank duly signed by the Bidder/Offeror on all pages.

NOTICE INVITING OFFERS

The Jammu & Kashmir Bank Ltd. desires to acquire Flats on lease basis for accommodating its Executives in District Srinagar.

Location	Approx. No. of Flats
<i>District: Srinagar (Preferably in the adjoining areas of J&K Bank Corporate Headquarters, M. A Road Srinagar)</i>	<i>8 - 10 (2BHK) *Bidders offering 3 or more Flats in a single premises can also apply, however preference shall be given to bidder offering 8 or more Flats in single premises.</i>

REF. No.	JKB/PremisesCHQ/2025-26/001	
DESCRIPTION	Acquiring of Flats on Lease Basis for J&K Bank Under Zone: Corporate Headquarters	
BIDDING SYSTEM	TWO BID SYSTEM <i>(Single Stage Two Envelope System)</i>	
WEBSITE FOR DOWNLOADING DOCUMENTS	www.jkbank.com under the link "EOI & Tender / Notification" in the Quick Access Tab	
METHOD OF SUBMISSION	TECHNICAL BID	OFFLINE / PHYSICAL FORM
	FINANCIAL BID	OFFLINE / PHYSICAL FORM
PRE-BID MEETING	Venue: Corporate Headquarters, M. A Road Srinagar. Date & Time: 23/05/2025 & 11:00 AM.	
AVAILABILITY OF TENDER DOCUMENTS ON WEBSITE	From 21/05/2025 to 20/06/2025	

LAST DATE OF SUBMISSION OF BIDS/TENDER	Up-to 05:00 PM on 20/06/2025
DATE OF OPENING OF TECHNICAL BIDS	Shall be intimated separately
ZONE CONCERNED	Corporate Headquarters
LOCATION OF CORPORATE OFFICE	M. A Road Srinagar
For any clarification/s, please contact	Premises Section, Corporate Headquarters, M. A Road, Srinagar Name of the Official: Faizan Bacha Contact No.: 8082151297

Preference will be given to the fully furnished flats with lift facility and ample parking space, besides other basic amenities.

IMPORTANT PARAMETERS:

01	PARKING SPACE	Exclusive and adequate space for parking of the vehicles of the Bank Executives shall be preferred.
02	AMENITIES	<ul style="list-style-type: none"> • Water connection along-with the arrangements (<i>water motor etc.</i>) for continuous water supply, and independent underground and overhead water tanks of sufficient capacity. • Separate electrical power connection (Three Phase) in requisite Category <i>including installation of sub-station along-with all necessary accessories of requisite capacity wherever required (at the sole discretion of the Bank).</i> <p><i>The charges for electric connection and creation of sub-station or otherwise shall be borne by the owner.</i></p>
03	INITIAL RENT-FREE PERIOD	The Rent free period shall be for a duration of Three (03) months at the start of the lease (<i>from the effective date of lease deed</i>).
04	POSSESSION	Ready for possession/occupation or to be possessed within 3 months.
05	PREMISES UNDER CONSTRUCTION	Shall be considered only if the bidder can hand over the vacant possession within a period of 3 months.
06	DESIRED LOCATION	Rajbagh, Jawahar Nagar, Gogjibagh, Shivpora, Indra Nagar, Baghat, Humhama and Hyderpora.
07	INITIAL PERIOD OF LEASE	Minimum period of 15 years with reasonable rental increase after each block of 5 years subject to maximum of 25% increase after every 5 years.

08	PREFERENCE	Premises duly completed in all respect along-with related statutory permissions/approvals from concerned authorities.
09	SELECTION PROCEDURE	The Technical Evaluation will be done as per the matrix enumerated below and shall be of qualifying nature only. The technically qualified bids will be treated qualified for opening of the Financial Bid and for further evaluation.
10	VALIDITY OF OFFER	120 days from the date of submission of the Bids.
11	STAMP DUTY/REGISTRATION CHARGES	To be shared in the ratio of 50:50 between the Lessor(s) and the Bank.
12	RENT PAYABLE	The rent shall become payable upon expiry of Three (03) months from the effective date of registered Lease Agreement.
13	TITLE OF PREMISES	The title of the property should be clear and marketable without any sort of encumbrances whatsoever.
14	LEASE DEED	Lease Deed shall be registered as per the Standard Format of the Bank.
15	LIFT FACILITY	In case of flats offered in 2 nd Floor or above, the lift facility is mandatory and as such the offers without lift facilities in such cases shall not be considered.

GENERAL INSTRUCTIONS

- The Notice Inviting Offers, General Instructions, Terms & Conditions, Technical Bid and Financial Bid/Price Bid will form part of the Offer/Bid to be submitted by the Offeror/Bidder.
- The Bids/Offeres are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid/Price bid.
- The Technical Bid is to be duly filled and signed by the Offeror/Bidder and submitted along-with acceptance to Terms & Conditions, Layout/Plan of the property, Photograph of the offered building Details as to free/leasehold land, Revenue/Title documents indicating clear title of property, Government/municipal clearances, and any other documents sought in this tender. Same is to be placed in a separate envelope and super scribed with **“TECHNICAL BID”**, with Advertisement Reference/Description and Tenderer’s Name & Address.
- The Financial Bid/Price Bid is to be duly filled and signed by the Offeror/Bidder and submitted in a separate envelope super scribed with **“FINANCIAL BID”**, with Advertisement Reference/Description and Tenderer’s Name & Address.
- No indication as to price aspects or financial stipulations shall be given in the Technical Bid and Financial Bid shall contain nothing but price aspects of premises without any conditions. In case a bidder indicates financial stipulations in the Technical Bid, same shall be liable to rejection.
- Both these envelopes should be put together in a sealed **THIRD ENVELOPE** super scribed with **“*Advertisement Reference/Description and tenderer’s Name & Address*”**.
- The third cover duly sealed should be addressed to the **Deputy General Manager BSD, Corporate Headquarters, Srinagar** and submitted as detailed above.
- Bids submitted after due date and time shall be rejected.
- Applications received through Brokers/Property Dealers/Real estate Agencies on behalf of owners shall be rejected out rightly.
- No brokerage shall be paid by the Bank to any person.



- Date of opening of Technical Bid shall be intimated to respective Bidders/Offerors and opened in presence of intending bidders (*who choose to be present themselves or through their authorized representatives*).
- The Financial Bid of only those Bidders/Offerors shall be opened who qualify the “*Technical Evaluation*” based on the documents submitted and the site visit by the Committee of the Bank regarding the commercial viability of the location at which the premises is offered.
- All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents be signed by the authorized Bidder/Offeror. The Bank reserves the right to reject the incomplete tenders.
- The short-listed Bidders/Offerors will be informed by the Committee for inspection of their offered premises.
- Any amendments/corrigendum shall be published in Bank’s website only. Therefore, Owners/Attorney Holders are requested to visit Bank’s website regarding modifications/corrigendum issued with regard to said notice.
- The Bidders/Offerors shall, by responding to the Bank with a bid/proposal, be deemed to have accepted the terms of this document and the disclaimer, if any, in totality without any condition whatsoever and accepts the selection and evaluation process mentioned in this document. The Bidder/Offeror ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this tender document.
- All costs and expenses incurred by interested Bidders/Offerors in any way associated with the development, preparation and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by J&K Bank, will be borne entirely and exclusively by the Bidder.
- The Bidders/Offerors can take advantage of any Government Order which applies to any tendering process and whereby there is any relaxation that is in conflict with the terms and conditions mentioned in this tender document, if and only if, any such Government Order/Notification comes into force before the last date of submission of bids. Further, in case of any such orders that may affect/contradict with the terms and conditions of this tender document, the Bidders need to seek clarification through the online/offline mode before the last date for submission of bids.
- Bank reserves the right to: (i) Reject any or all Offers received in response to this tender document without any reason whatsoever, (ii) Reject offers received in response to the tender document, containing any deviation, (iii) Waive or Change any formalities, irregularities, or inconsistencies in Offers

format deliver, (iv) Extend the time for submission of Offer, and (v) To independently ascertain information from the banks and other institutions/companies to which the bidder has already extended services for similar assignment.

- This tender document shall be governed and interpreted by and construed in accordance with the laws of India read with the local laws, wherever applicable.
- Separate Offers/Bids are to be submitted, if more than one property is offered.
- The offers shall be evaluated by the concerned Premises Committee of the Bank on Techno-Commercial basis giving weightage as detailed below:
 - a) Technical Evaluation - 60%.
 - b) Financial Evaluation - 40%

The Technical Bids shall be evaluated with the following parameters & weightage:

S. No	Parameters	Maximum Marks (Standard)
01	Ready for Occupation: Fully furnished Flats - 10 marks Partially furnished Flats - 05 marks Flats with no furnishing - 0 marks	10
02	Location: Within 5 kms of Corporate Headquarters - 05 marks More than 5 kms and up-to 10 kms of Corporate Headquarters - 03 marks More than 10 kms from Corporate Headquarters - 0 marks	05
03	Drainage/Sewerage Facility: Good - 02 marks Poor - 00 marks	02
04	Type of Construction: RCC/Framed Structure - 15 marks Load Bearing - 05 marks	15

05	Ventilation/Natural Light: From two or more sides - 08 marks From one side - 0 marks	08
06	Age of building: Less than 5 years - 10 marks 5 to 15 years - 05 marks Above 15 years - 00 mark	10
07	Ceiling height: 10 feet and above - 05 marks Below 10 feet - 02 marks Minimum Ceiling Height - 8'-0"	05
08	Car parking: Each of the 2 Flats should be provided with 1 Parking Slot.	10
09	Accessibility and Road Connectivity: Excellent - 15 Marks Good - 10 Marks Poor - 00 Marks	15
10	Surroundings: Ambience, visibility, convenience, road elevation and suitability of premises/plot from business point of view etc. as assessed by Premises Committee during their site visit.	20
Total Marks		100
Qualifying marks		50

- Technical Marks (percentile form) of each bidder shall be calculated as:
Technical Score = (Total Technical Marks obtained by the bidder under consideration/Highest Technical Marks) X 100.
- The Financial marks (percentile form) of each bidder shall be calculated as:
Financial Score = (Lowest Financial Quote / Financial Quote of bidder under consideration) X 100.



- **Final Scores = (0.6 x Technical Score) + (0.4 x Financial Score)**
- Offerors/Bidders are requested to submit their lowest possible quotes in the Financial Bid/Price Bid as negotiations/discussions will be held with the L1 (*Lowest Bidder*) only.
- The offer/bid should be submitted in prescribed format only. Offer/Bid submitted in other than prescribed format will be liable for rejection.

TERMS AND CONDITIONS

1. The Flats offered should preferably have adequate parking space for vehicles with all basic amenities. The Flats offered should be in an approved Building complying with all local norms/laws of Municipal Corporation/Nagar Palika/Town Area Authority/Village Panchayat/or any other Competent Authority. The person(s) offering the premises should be owner(s) in possession of the premises, having absolute, clear, valid, exclusive, unencumbered and undisputed title to the property.
2. The Flats offered shall be fully owned/freehold. The title of the property should be clear and marketable without any sort of encumbrances whatsoever. The title of the Premises shall be deemed to be clear, when verified and cleared by the Bank's empaneled lawyer through the Law Departments of the Bank. In this regard, the Bidders/Offerors shall attach all the title related documents alongside the Technical Bid as pre-qualification criteria of the offered premises to the Bank for necessary verification.
3. All the statutory permissions/clearances as required for making use of the Flats by Bank shall also be placed alongside the Technical Bid as pre-qualification criteria.
4. The Municipal Tax on the property, Service charges and all other Taxes except GST, if applicable, shall be borne by the Successful Bidder.
5. The Bidders/Offerors shall be required to submit the approvals of layout/maps/drawings etc. of the building/premises from the respective Concerned Authority.
6. Bidder/Offeror should obtain and furnish the structural stability certificate from the licensed Architect/Structural/Civil Engineering/Consultant, at his/her cost.
7. The offer of the Successful Bidder should remain valid at least for a period of 120 days to be reckoned from the last date of submission of offer.

ADDITIONAL TERMS & CONDITIONS

1. Requisite Category electric connection as per Bank's requirement including installation of sub-station along-with all necessary accessories of requisite capacity, will have to be arranged by the Successful Bidder at his/her cost from the concerned Department/Corporation with all requisite Inspection/Clearances/NOC Certificates. However, *in case Successful Bidder does not agree to arrange installation of sub-station or shows inability to do same, the same shall be arranged by the Bank and expenditure incurred on the same shall be initially paid by the Bank and recovered in the form of 50% of monthly rentals due to the landlord.* Also, the space for installation of substation shall be provided free of cost. However, monthly electricity consumption charges shall be borne by the Bank.
2. Proper sewerage connection shall be arranged by Successful Bidder for the Bank. Bank can make additions and alterations/dismantling, if necessary, without involvement of basic design at any stage during currency of lease.
3. Successful Bidder shall be required to provide necessary water connection along-with the arrangements (*water motor etc.*) for continuous water supply, and independent underground and overhead water tanks of sufficient capacity. However, monthly/annual water charges shall be borne by the Bank.
4. The successful bidder shall be required to execute a Registered Lease Deed (*Registered with the concerned Government Authority/Sub-Registrar, as the case may be*) in favour of Bank within a period of **45 days** from the day the offer of bidder is accepted by the Bank, failing which the Successful Bidder shall be deemed ineligible without any further intimation.
5. The Lease Deed is required to be executed as per standard format prescribed by Bank. The term of Lease shall be for a minimum of **15 years** subject to a maximum enhancement in rent of up to **25%** after every **05 years**.
6. The expenses relating to execution and registration of lease deed are to be shared by the Bank and the Landlord equally. After the expiry of lease, the Bank shall have the option to renew the lease with the Successful Bidder on mutually agreed terms and conditions. Also, no mid-term enhancement of rent during the period of lease shall be accepted, except as provided above.
7. The possession of the premises of Successful Bidder shall be taken only after submitting all statutory clearances, wherever necessary.
8. The rent shall be payable by the Bank only upon the expiry of one month from

date of possession as shall be indicated in a Handover-Takeover Certificate.

9. Insurance of the premises shall be the sole responsibility of the Successful Bidder.
10. After taking over the possession of the offered premises by the Bank and registration of Lease Deed, the Successful Bidder shall provide the premises on rent free basis for initial period of **3 months** after the start of Lease.
11. The Successful Bidder shall provide a clear and uninterrupted passage to the said Flats to the Officials of the Bank and that the Bank shall possess and enjoy the said Flats during the currency period of lease or any extended period thereof without any let or disturbance whatsoever on the part of the bidder or any person/s claiming under the bidder.
12. The Successful Bidder undertakes to indemnify the Bank for any loss, injury or damage caused to the Bank, its officials on account of such let or disturbances in the peaceful possession and enjoyment of the said premises by the Bank.
13. The Successful Bidder hereby agrees and confirms that the Bank shall be entitled to deduct from the rent amount therein agreed any amount which may be notified and claimed by the Govt. and Municipal or any other Government or Semi Government agency as being Taxes, Levies payable by the Successful Bidder on the said premises for the period prior to the occupation by the Bank for the said flats and the Bank shall be entitled to pay rent/remit the same to their claimant after formally informing the Successful Bidder of the action to be taken. However, the decision of the Bank shall be binding upon the Successful Bidder who shall comply with the same without any objection, protest, demur etc.
14. The Bank interalia shall be entitled to plant, install and fix Almirah's, and/or any other machinery related to Air Conditioners, Fans, Heating (Boilers, etc.) and Lighting Systems etc. in the said Flats and for the said purpose the Bank shall also be entitled to make any additions/alterations to any Furniture/Fixture therein.
15. The Bank shall be at liberty to remove at the time of vacating the premises, all Fittings and Fixtures, and other Furniture put up by Bank. However, as is when is, Bank shall deliver the possession of the said PREMISES to the LESSOR.
16. The Bank shall be entitled to surrender, leave and deliver the unused, un-utilised portion/area of the leased premises property in case the Bank feels that the unused, un-utilised and excess area is not required for the purpose taken on lease during the tenure/currency of the lease without determining/terminating the said lease and continue in occupation the portion required for the purpose after surrendering of the unused and unutilized area/portion and in the event of such partial surrender of the un-utilised area/portion.

TECHNICAL BID

GENERAL INFORMATION:

S. No.	Particulars	
01	Name, Address and Contact details of the owner(s).	
02	Share of each owner, if any, Under joint ownership.	
03	Location: (Name of building, street, ward/area and landmark if any)	

TECHNICAL INFORMATION:

1. TYPE OF BUILDING: *RESIDENTIAL/COMMERCIAL/INDUSTRIAL/ANY OTHER.*
2. TYPE OF CONSTRUCTION: *LOAD BEARING/RCC FRAMED STRUCTURE/ANY OTHER.*
3. AVAILABILITY OF PARKING SLOTS: _____ SLOTS.
4. CLEAR FLOOR HEIGHT FROM FLOOR TO CEILING: _____ FEET.
5. NUMBER OF FLATS AVAILABLE: _____.
6. BUILDING READY FOR OCCUPATION: *YES/NO.*
7. WHETHER BUILDING IS INSURED: *YES/NO.*
8. SPECIFICATION OF CONSTRUCTION:
 - i. FLOORING: _____.

ii. ROOF: _____.

iii. WALLS: _____.

iv. DOORS & WINDOWS: _____.

9. AGE OF THE BUILDING: _____ YEARS.

10. AVAILABILITY OF DRAINAGE & SEWERAGE FACILITY: YES/NO.

11. COMMERCIAL PERMISSION FROM CONCERNED COMPETENT AUTHORITY:
YES/NO.

12. LIFT FACILITY: EXCLUSIVE/COMMON/NO.

13. WATER CONNECTION: YES/NO.

14. ELECTRICITY CONNECTION: YES/NO.

15. OVERHEAD WATER TANK WITH MOTOR FACILITY: YES/NO CAPACITY:
_____ Litres.

16. UNDERGROUND WATER TANK: YES/NO CAPACITY: _____ Litres.

17. AVAILABILITY OF SUBSTATION: YES/NO CAPACITY _____ KVA.

18. AVAILABILITY OF GENERATOR: YES/NO CAPACITY _____ KVA.

- *I/We have clear legal title in respect of the property offered to the Bank and copied of relevant documents in this regard are enclosed.*
- *I/We have read and understood Bank's Terms and Conditions for hiring the flats and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial/Price Bid.*

OR

- *I/We have read and understood Bank's Terms and Conditions for hiring the flats. The Terms & Conditions for which I/We am/are not agreeable are furnished in the "List of Deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial/Price Bid.*
- *I/We agree that until a regular lease agreement is entered into, this document with the Bank's written acceptance thereof shall constitute the binding contract between me/us and the Bank.*

FINANCIAL BID/PRICE BID

GENERAL INFORMATION:

S. No.	Particulars	
01	Name, Address and Contact details of the owner(s).	
02	Share of each owner, if any, Under joint ownership.	
03	Location: (Name of building, street, ward/area and landmark if any)	

OFFER DETAILS:

Particulars	RATE PER FLAT (in ₹)	RENT PER MONTH (in ₹)
NO OF FLATS		
TOTAL		
INITIAL AVERAGE RATE	$\frac{\text{Total Rent}}{\text{Total No. of Flats}}$	
ENHANCEMENT AFTER 5 YEARS in %age (<i>maximum of 25%</i>)		

The rates mentioned above are inclusive of all other taxes like Municipal/Corporate Taxes, Property Tax, Society Charges, Maintenance Charges, and Service Charges etc. However, GST as applicable shall be borne by the Bank.



In response to your advertisement, I/We have submitted the details of my/our premises in a separate envelope marked "Technical Bid". I/We submit an offer as stated above and agree to abide by the said terms and conditions in case our offer of premises is accepted.