



**BANK OF MAHARASHTRA**  
**Corporate Services Department**  
**Head Office**

**LOKMANGAL,1501, SHIVAJI NAGAR, PUNE 411 005**

**TENDER DOCUMENT FOR**

**Requirement/Hiring of Commercial property, Plug & Play model, having about 560 Work Stations, on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005.**

Date of Issue of tender	07.12.2023
Pre Bid Meeting on	14.12.2023 at 11.00 A.M. at the above address.
Last date of submitting the Tender Form	22.12.2023 up to 5.00 P.M.
Date of opening of Technical Bid	26.12.2023 at 11.00 A.M.
Date of opening Price Bid	Will be intimated separately to the technically qualified bidders only



## INDEX

S No.	Particulars	Page No.
<b>PART – I Technical Bid</b>		
1	Index	2
2	Section – I , Tender Notice and Instructions to Bidders	4
3	Section – II , General Terms & Conditions	7
4	Section – III , Minimum Requirement	15
5	Section – IV , Technical Bid data sheet	16
6	Section – V , Technical Evaluation	18
7	Section – VI, Undertaking by Bidder	19
8	Section – VII , Standard Draft Lease Deed Format	21
9	Section – VIII , Advertisement	26
<b>PART – II Price Bid</b>		
10	Section – IX , Financial / Price Bid	28



# **PART - I**

# **TECHNICAL BID**



## Section – I

### TENDER NOTICE & GENERAL INSTRUCTIONS TO BIDDERS

#### Requirement/Hiring of Commercial property, Plug & Play model, having about 560 Work Stations, on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005

1. Bank of Maharashtra, Corporate Services Department, Head Office Lokmangal 1501 Shivajinagar Pune 411005 invites sealed tenders in **two Bid System** i.e. Technical Bid and Financial/Price Bid from the eligible builders/owners having valid Power of Attorney(PoA), for hiring Commercial property, Plug & Play model, having about 560 Work Stations, on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005. Real estate Agent/brokers/consultants are strictly barred for participation in bid process.
2. The interested parties can download the Tender forms from our website i.e. [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) Details of tender documents are given on our Website- [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) (under Tender Documents).
3. Tenders downloaded from the website will have to be submitted along with the tender cost of Rs.1000/- (non-refundable) at the time of submission of tender in the form of Demand Draft / PO favoring “Bank of Maharashtra” payable at Pune.

1	Date of Issue of tender	<b>07.12.2023</b>
2	Pre Bid Meeting on	<b>14.12.2023</b> at 11.00 A.M. at the above address.
3	Last date of submitting the Tender Form	<b>22.12.2023 up to 5.00 P.M.</b> at Bank of Maharashtra, Corporate Services Dept, Head Office, Lokmangal, 1501 Shivajinagar, Pune 411005
4	Date of opening of Technical Bid	<b>26.12.2023</b> at 11.00 A.M. at above address. Interested Bidders are requested to remain present at the time of opening of the Technical Bid.
5	Interest free Security Deposit	Rs.1,00,000/- by way of DD in favor of Bank of Maharashtra payable at Pune.
6	Cost of tender document	Rs.1000/-[non-refundable] by way of DD in favor of Bank of Maharashtra payable at Pune.
7	Tender Forms	Available on our website from <a href="http://www.bankofmaharashtra.in">www.bankofmaharashtra.in</a> from <b>07.12.2023</b>



## INSTRUCTIONS TO BIDDERS/TENDERERS

4. Sealed Tenders in two bid system i.e. Part I containing Technical Bid and Part II containing Financial/Price Bid should be submitted in separate covers and to be inserted in tender box kept at Reception, ground floor, Lokmanagal,1501, Shivajinagar, Pune. Bid documents to any other location apart from aforesaid shall not be considered during bid opening.

**Envelope No. I:** Technical Bid, duly completed in all respects and signed, be put into this envelope and sealed. This envelope should contain Technical Bid (Part only & it should be superscribed as “Technical Bid for requirement of ready to move Commercial Premises”. The name of bidder, address and contact number must be written on the envelope.

5. **Envelope No. II:** The DD for Rs.1000/- favoring Bank of Maharashtra payable at Pune being cost of tender document and **Interest Free Security Deposit of Rs.1,00,000/- in the form of DD** favoring Bank of Maharashtra payable at Pune be placed into this envelope & it should be superscribed as “Interest Free Security Deposit and Cost of Tender”.

Technical bid without this DD of Rs.1,00,000/- and Rs.1000/- is liable to be rejected. Bidder to note that along with Annexure, they shall submit technical bid document pages 1 to 26 in whole with all pages signed & stamped. Any page / pages missing will lead to rejection of the bid.

6. **Envelope No. III:** Financial bid duly completed with all papers & attachment duly signed be put into this envelope and sealed. This envelope should contain Financial/Price Bid (Part II) only & it should be superscribed as “Financial/Price Bid for requirement of ready to move Commercial Premises”. The name of bidder, address and contact number must be written on the envelope.
7. **Envelope No. IV:** The above three sealed envelopes No. I, II & No. III be placed into envelope No. IV and sealed (i.e. envelope marked as IV, will contain three envelopes marked as I, II & III). This envelope marked as No. IV would be superscribed as “Offer for requirement/hiring of Commercial Premises, Plug & Play model”. The name of bidder, address, mail ID and contact number must be written on the envelope.
8. The bids not submitted in separate covers or not sealed as above shall be liable to be rejected. Also bid without this tender document paged 1 to 29 in whole will be summarily rejected.
9. **Offers from Brokers/Intermediaries/agents will not be entertained as Bank does not pay brokerage / commission.** Canvassing in any form will disqualify the Bidder/tenderer.
10. For further information, please contact: Assistant General Manager, Corporate Services Department, Head Office, Lokmangal, 1501, Shivaji Nagar, Pune - 411005 or on Phone no. 020-25614243.



11. The interested Bidders are requested to remain present at the time of opening of the Technical Bid. After opening the Technical Bid, the technically qualified bidders would be called for opening of Financial/Price Bid. Date & time of opening of "Financial/Price Bids" will be communicated to technically qualified Bidders separately.
12. Bank of Maharashtra reserves the right to reject any or all tenders without assigning any reasons whatsoever. Bank reserves the right to alter any or all locations. Bank also reserves the right to add or to delete any /or all locations or cancel the bids without assigning any reason there for. Bank reserves the right to accept a bid for a location other than mentioned hereinabove.

Place: Pune  
Date: 07.12.2023

Assistant General Manager  
Corporate Services Department



## Section - II

### General Terms and Conditions

#### Requirement/Hiring of Commercial property, Plug & Play model, having about 560 Work Stations, on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005

1. Bank of Maharashtra, Head Office invites sealed tenders in **two Bid System** i.e. Technical Bid and Financial Bid from the eligible vendors/builders/owners/owners having valid Power of Attorney(PoA), for hiring Commercial property, Plug & Play model, having about 560 Work Stations, on Lease within 6 kilometers from its Head Office at Lokmangal” ,1501, Shivajinagar, Pune 411005. Real estate Agents/brokers/consultants are strictly barred for participation of bid process.
2. The interested bidders/parties may submit application for hiring Commercial property, Plug & Play model, having about 560 Work Stations on Lease basis.
3. Further to serial no.2 above, Bank would give first preference to properties offered by Govt./Quasi Govt./Semi Govt. Authorities. Bank’s decision in this regard will be final and binding.

#### 4. GENERAL TERMS AND CONDITIONS:

- 4.1 The terms and conditions/tender notice/advertisement etc. shall form part of the tender document to be submitted by the vendor to Bank of Maharashtra hereinafter referred to as “Bank”.
- 4.2 Tender document received by the Bank after due date and time i.e. after **5.00 P.M. on 22.12.2023** shall be rejected outright.
- 4.3 All vendors are requested to drop the tender documents (TECHNICAL BID AND FINANCIAL/PRICE BID) duly filled, signed & supported by relevant documents in tender box kept at reception, ground floor, Lokmangal, 1501 Shivajinagar, Pune 411005 on or before **5.00 P.M. on 22.12.2023**.
- 4.4 All columns in the tender document must be duly filled in and no column should be left blank. **“Nil” or “Not Applicable” should be marked** where there is nothing to report. All the pages of the tender documents should be signed by the bidder /authorized signatory of the bidder/tenderer. Any over-writing or use of white ink should be duly authenticated by the tenderer. The Bank reserves the right to reject incomplete tenders or in cases where information submitted is found incorrect.
- 4.5 In case the space in the tender document is found insufficient, the vendor may use separate sheets to provide full information. (As far as possible space provided for in the format must be used. Please do not write refer to Annexure etc.)
- 4.6 **The offer should remain valid for a period of 90 days from the date of opening of Financial / Price Bid.** During the validity period of the offer, the vendor should not withdraw / modify the offer in terms of price and other terms and conditions quoted in



the technical and price bids. In this regard, the undertaking be submitted along with the Technical Bid as per the prescribed format.

- 4.7 Preferences are as mentioned under serial no 3 above.
- 4.8 There should not be any deviations in the terms & conditions as stipulated in the tender document. However, in the event of imposition of any other condition, which may lead to deviation with respect to the terms & conditions as mentioned in the tender document, the vendor is required to attach a separate sheet marking “list of deviations”. **Bank is not under obligation to accept the said deviation and his bid/tender is liable for rejection.**
- 4.9 Canvassing in any form will automatically disqualify the bidder/tenderer. Bank does not pay brokerage.
- 4.10 Commercial Premises offered should be situated in good area with congenial surroundings and proximity to public amenities like railway station, Metro Station, bus stop, bank, market, hospitals, etc. The property shall not be prone to water logging.
- 4.11 **Carpet area:**
- The carpet area would mean the usable carpet area at any floor level and include area occupied by all internal partitions, internal columns, internal door jams, internal balconies, internal bathrooms, internal lavatories and internal kitchen and pantry. Joint measurement will be taken in the presence of bank officials and Bidder/vendor /his authorized representative for computing/finalizing the exact carpet area. For computation of the carpet area, the definition adopted in this tender will be the covered areas excluding the outer walls. The bidders should provide Architect’s certificate for the carpet area.
- 4.12 A pre-bid meeting of all the intending bidders/tenderers desirous of attending shall be held on **14.12.2023 at 11.00 A.M.** at Bank of Maharashtra, Corporate Services Department, Lokmangal, 1501, Shivajinagar, Pune - 411005 where the intended Bidders can have detailed dialogue regarding the tender, procedure for filling-in the Technical Bid, Financial Bid or any other matter / clarifications concerning the tender.
- 4.13 Technical Bids will be opened on **26.12.2023 at 11.00 A.M.** at Bank of Maharashtra, Corporate Services Department, Lokmangal, 1501, Shivajinagar, Pune - 411005 in the presence of the bidders/tenderers/authorized representatives. All the bidders/tenderers are advised in their own interest to be present for the same on the date at the specified time.
- 4.14 The short-listed commercial properties will be visited by a committee of Bank Officials.
- 4.15. The particulars of property should be furnished in the Technical Bid. Details of measurements of the commercial premises offered should invariably be furnished in the Technical Bid.
- 4.16. Plans duly approved by municipal authorities/competent authority should be submitted along with the Technical Bid.
- 4.17. All the legal documents required by the Bank for verification of the title clearance of the property should be submitted. Title & search report should not be older than 6 months.





4.18. The following documents should be enclosed with the Technical Bid/offer:

- a) Copy of sanctioned plan.
- b) Copy of Title Search Report.
- c) Completion Certificate/Occupancy Certificate
- d) Copy of latest property Tax paid bill & receipt
- e) Certificate of compliance related to IT Infrastructure, if any
- f) Permission for the commercial use of the premises from the competent authority.
- g) The Premises should be free hold. If it is encumbered / mortgaged, the NOC from the mortgagor should be obtained mentioning that the Mortgagor will not take possession of the premises till the continuation of the lease and lessee will continue in the premises till the determination of the lease.
- h) NOC, wherever applicable

4.19. Bank reserves the right to accept or reject any or all the tenders / offers without assigning any reason whatsoever.

4.20. The list of locations is indicative only. Bank reserves the right to alter any or all locations. Bank also reserves the right to add or to delete any /or all locations without assigning any reason there for. Bank reserves the right to accept a bid for a location other than mentioned hereinabove.

4.21. Page 21 to 25 pages of Standard Lease Deed Format to be modified & to be vetted by Legal Department. (including advertisement) will form part of this tender document.

#### **5.00 Procedure to be followed:**

- a) After opening the first part of the tenders i.e. the Technical bid, Bank of Maharashtra would carry out the evaluation of the tenders received in response to the advertisement for assessing suitability & short listing of sites.
- b) The technical & financial evaluation sheet is as per Annexure-1 (on Page No.18 & 29)
- c) The Commercial premises which are not as per the location indicated or unsuitable or do not meet the laid down criteria would be summarily rejected even without inspection. The Bank's decision about suitability shall be final & binding.
- d) The financial bid envelopes (without opening) of the bidders, which have not been short listed as above, will be returned.
- e) Commercial premises for which offers are received and which are suitable with location indicated will be visited by a Committee of Bank of Maharashtra for short listing and a preliminary list will be prepared.
- f) The unopened financial bids for the short listed offers which do not qualify on legal grounds or for any other reason would be returned.

- g) A list of those commercial properties found suitable on all counts as above would be prepared.
- h) In case the successful bidder refuses or is reluctant or unable or refrains from executing lease deed or delays it beyond a period of three months from the date acceptance of offer then the **Security Deposit would be forfeited**. The Security Deposit would be non-interest bearing.
- i) The offer should remain valid for three months from the date of opening of financial bids. **This period of three months reckoned from the date of opening of the financial bid.**
- j) Joint measurement of the premises will be carried out and the area is computed.
- k) The financial bids for only those properties, which are technically qualified would be opened by a Committee constituted by Bank of Maharashtra & in front of the bidders. The date for the financial bid opening will be intimated to the technically qualified bidder.
- l) After financial bids are opened, based on criteria of nature of property such as ready possession, free hold, nature of title, location, suitability & rate quoted, suitable decision would be taken by the Bank which shall be final & binding.
- m) The Security Deposit of the unsuccessful bidders will be returned as stated above.
- n) It is clarified that the verified area would be multiplied by the rate quoted and the amount arrived would be considered. If the bidder has quoted the lump sum amount, this lump sum amount and the amount obtained by multiplication of the rate quoted with the verified area would be compared and the lower of the two would be considered.
- o) Discretion of the Committee set up by Bank of Maharashtra for this purpose would be final and binding on all the parties in the bidding process.
- p) In all cases, wherever applicable, the quoted rate/ amount written in words will be considered wherever there is a difference between the quoted amount / rate mentioned in words and figures.
- q) The attached Standard Specimen Format of Lease Deed for premises leased / to be leased to the Bank is only an indicative draft and it is subject to be modified as per the terms of the tender document, the sanction letter given by the competent authority, the specific requirements of the Bank and as per the regulatory requirements with respect to a particular premise.
- r) Initially lease period will be 03 years & extendable for further period of 03 years, if bank desires to renew the same further, it shall be on mutually agreeable terms & conditions. The stamp duty and registration charges would be borne by the Bank and owner on 50:50 basis.



## 6.00 Limitation of Liability

Bidder's aggregate liability in connection with obligations undertaken as a part of the RFP regardless of the form or nature of the action giving rise to such liability (whether in Lease Deed, tort or otherwise), shall be at actual and limited to the Lease Deed.

Bidder's liability in case of claims against the Bank resulting from Willful Misconduct or Gross Negligence of vendor, its employees and Subcontractors or from infringement of patents, trademarks, copyrights or such other Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

1. "Willful Misconduct" means any act or omission of a party which is willfully intended to harm the interests of the other party, provided however, that willful misconduct does not include ordinary negligence, an error of judgment or mistake of a person.

2. "Gross Negligence" means an indifference to, and a blatant violation of a legal duty with respect to the rights of the others, being a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both. Gross negligence involves conduct that is extreme, when compared with ordinary negligence. A mere failure to exercise reasonable care shall not be a Gross negligence.

Bank shall not be held liable for and is absolved of any responsibility or claim / litigation arising out of the use of any third party software or products supplied by bidder as part of the RFP.

Under no circumstances Bank of Maharashtra shall be liable to the selected bidder for direct, indirect, incidental, consequential, special or exemplary damages arising from termination of this Agreement, even if Bank of Maharashtra has been advised of the possibility of such damages, such as, but not limited to, loss of revenue or anticipated profits or lost business.

It is expressly agreed between the Parties that for any event giving rise to a claim, Bank shall have the right to make a claim (including claims for indemnification under hiring in this RFP) against bidder.

## 7.00 Solicitation of employees:

Both the parties agree not to hire, solicit, or accept solicitation (either directly, indirectly, or through a third party) for their employees directly involved in this contract during the period of the Lease Deed and one year thereafter, except as the parties may agree on a case-by-case basis.

The parties agree that for the period of the Lease Deed and one year thereafter, neither party will cause or permit any of its directors or employees who have knowledge of the agreement to directly or indirectly solicit for employment the key personnel working on the project contemplated in this proposal except with the written consent of the other party.

The above restriction would not apply to either party for hiring such key personnel who (i) initiate discussions regarding such employment without any direct or indirect

solicitation by the other party (ii) respond to any public advertisement placed by either party or its affiliates in a publication of general circulation or (iii) has been terminated by a party prior to the commencement of the employment discussions with the other party.

### **8.00 Indemnity:**

The bidder shall indemnify and always keep, The Bank Indemnified against all the losses or damages that would occur on account acts or commission or omission or negligence by the employees of the bidder to the Bank or its property.

Such losses or damages by whatever name called is to be made good by the bidder as per decision of the Bank. "The bidder will defend the Bank for any loss or other liability from third party on account any act of commission or omission or negligence or part of bidder or any of its employees."

The bank is entitled to recover any loss or damage that would occur on account of acts of commission or omission or negligence by the employees of bidder to the bank or its property.

Bidder shall attend the service calls during the Lease period within 24 Working Hours raising service request. In case of failure to meet the above time lines on two consecutive instances, the bank will carry out the work & the same will be deducted/recovered from monthly rent.

Safety Violation: The bidder shall be responsible for the safety of persons employed by him in the premises and shall report serious accidents to any of them, however and wherever occurring in the premises, to the Employer and Owner who shall make every arrangement to render all possible assistance.

### **9.00 Force Majeure:**

Neither Party will be liable for any delay or failure to perform its obligations, if the delay or failure has resulted from circumstances beyond its reasonable control, including but not limited to sabotage, fire, flood, explosion, accident, epidemic, pandemic, civil commotion, strike or industrial action of any kind, riot, insurrection, war, acts of government, political instability, unavailability of communication system, breach or viruses in the process of computer hacking and computer crashes and any other occurrence of this kind listed above, which is not reasonably within the control of the affected party.

Each Party agrees to give to the other a fifteen (15) calendar days' written notice as soon as reasonably possible on becoming aware of an event of force majeure and such notice shall contain details of the circumstances giving rise to the event of force majeure.

If the event of force majeure continues for a period of more than 30 consecutive days, then either party may have the option to terminate the Agreement upon written notice of such termination to the other party.

### **10.00 Termination:**

At any time during the agreed lease period, the Lessee shall be at liberty without assigning any reason to determine and terminate the lease and to vacate from the premises by giving three calendar months' notice to the Lessor and the Lessor will not



claim any damages / compensation but the Lessor shall not terminate or determine the lease on any ground whatsoever except on the ground of non-compliance of any of the covenants by the Lessee.

#### **11.00 Maintenance of the Premises:**

The scope of maintenance for common area shall be chargeable basis and to maintain upto mark will be the responsibility of bidder. However, the scope of internal maintenance shall be borne by Bank

#### **12.00 Use of installed Furniture & Electrical set up:**

Bidder shall mention the date of installation of furniture and how many companies / firms has used it. The prospective Bidder has to hand over the same in good working condition to Bank after execution of leased deed. Bank will maintain the same during lease period and after vacation the same will be handed over back to bidder in working condition with normal wear & tear condition.

#### **13.00 Resolution of Disputes:**

All disputes and differences of any kind whatsoever arising out of or in connection shall be settled amicably by direct informal negotiation between both the parties. In case of non-settlement, the higher authorities of both the parties will intervene and negotiate amicably. However, in case of non-settlement of such dispute, the matter shall be referred for Arbitration to Sole Arbitrator. However, in case of non-consensus on sole arbitrator within 15 days, each party will appoint one Arbitrator. The two arbitrators appointed by the parties shall appoint a third arbitrator who will act as chairman of the proceedings. The Award of the Arbitrator shall be final and binding on the parties. The Arbitration and Conciliation Act 1996 or any modification thereof shall apply to the arbitration proceedings. The venue of the arbitration shall be at Pune. The expenses will be borne by the parties in equal proportion. Language of the Arbitration shall be in English.

#### **14.00 Applicable Law and Jurisdiction of Court:**

The Contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Pune (with the exclusion of all other Courts).

#### **15.00 No Employer – Employee Relationship:**

This agreement is on a Principal to Principal basis and does not relate any employee-employer relationship. Nothing contained in this Agreement or otherwise shall be deemed to create any partnership, joint venture, employment or relationship of principal and agent, or master and servant between the parties hereto or any of their respective employees, affiliates, subsidiaries, related business entities, agents, contractor or subcontract or to provide either party with any right, power or authority, whether express or implied, to create any duty or obligation on behalf of the other party.

#### **16.00 Compliance with All Applicable Laws:**

The bidder shall undertake to observe, adhere to, abide by, comply with and notify Bank about all laws in force or as are or as made applicable in future, pertaining to or



applicable to them, their business, their employees or their obligations towards them and all purposes of this tender and shall indemnify, keep indemnified, hold harmless, defend and protect Bank and its employees/officers/staff/personnel/representatives/agents from any failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

#### **17.00 Compliance in obtaining approval/permissions/licenses:**

The bidder shall promptly and timely obtain all such consent, permissions, approvals, licenses etc. as may be necessary or required for any of the purposes of this project or for the conduct of their own business under any applicable Law, Government Regulation/Guidelines and shall keep the same valid and in force during the term of the project, and in the event of any failure or omission to do so, shall indemnify, keep indemnified, hold harmless, defend, protect and fully compensate the Bank and its employees/Officers/Staff/Personnel/Representatives/Agents from and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from and the Bank will give notice of any such claim or demand of liability within reasonable time to the bidder.

This indemnification is only a remedy for Bank. The bidder is not absolved from its responsibility of complying with the statutory obligations as specified above. Indemnity would be limited to court awarded damages and shall exclude indirect, consequential and incidental damages. However, indemnity would cover damages, loss or liabilities suffered by Bank arising out of claims made by its customers and/or regulatory authorities.

Stamp & Signature of Bidder



### Section - III

#### MINIMUM REQUIREMENTS:

Description	Requirement
Minimum seating arrangement	For 560 persons [Minimum working space should be as per I T Industry standards]
Lease Period	Initially lease period will be 03 years & extendable for further period of 03 years, If bank desires to renew the same, it shall be on mutually agreeable terms. Lease Deed to be executed as per bank's standard format attached to this tender.
Infrastructure	Fully furnished, air-conditioned, with full power supply back up and with a plug & play position.
Cabins	08 cabins
Cubicles (for senior officers)	15
Meeting Rooms	05 - for 5 to 6 persons
Conference rooms	02 – for 20 to 25 persons
Training Hall with projector	01 – for 40 to 50 persons
Storage area	02 having area of about 200 sq.ft.
Car Parking	For minimum 60 cars
Two-Wheeler Parking	For minimum 350 two-wheelers
Toilet	Separate for Gents & Ladies on each floor as per industry standard
Other infrastructure in ready state	Pantry, Canteen, Lift, Reception, Genset backup, CC TV, Access Control etc.
Distance from Head Office, Shivajinagar Pune 411005	within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005



## Section - IV

### TECHNICAL DATA SHEET

Name of Location for which offer is submitted: \_\_\_\_\_

PART A: GENERAL INFORMATION		
Sr.No	Particulars	to be filled by Bidder/Vendor
1	Offer for Commercial Premises at -	
2	<b>Details of bidder/ firm / builder/owner:</b>	
	i. Name of the Owner/Co./Firm, etc. :	
	ii. Address & Phone No. & E-mail	
	iii. Name of the contact person, mail ID & Phone No.:	
	iv. Constitution of vendor / firm: (Whether Proprietary / Partnership /Pvt. Ltd. / Public Ltd. / PSU etc.):	
	v. Name of Partners/ Directors & Phone Nos.	
3	<b>Details of Property:</b>	
	i. Location & Address of the Commercial Premises offered.	
	ii. <b>Distance from (in Kilometers)</b>	
	Distance from Head Office Lokmangal, Shivajinagar, Pune -05	
	a. Pune Railway Station	
	b. Nearest Metro Station	
	c. Nearest Bus stop/ Taxi Stand.	
	d. Nearest Market place	
	e. Nearest Police Station	
	f. Nearest Hospital	
	g. Airport	
	iii. Details of locality / Type of locality	
	a. Residential	
	b. Commercial	
	c. Shopping Complex	
	d. Industrial	
	e. Slum	
	f. Residential –cum-Commercial	
	iv. Whether the locality is free from special hazards like fire, flood, etc.	
	v. Whether the locality has protection from adverse influence such as Encroachments, unauthorized hutments, Industrial nuisance, smoke, dust, noise, BAR etc.	





**PART B: TECHNICAL INFORMATION**

<b>4.0</b>		<b>Commercial Premises</b>	
	i.	No. of Floors and height of each floor including Basement, if any	
	ii.	Clear floor height from floor to ceiling	
	iii.	Carpet Area offered:	
	iv.	Total Parking offered for Four - Wheeler	(a) Free Parking : Nos (b) Rented Parking : Nos
	v.	Total Parking offered for Two - Wheeler	(a) Free Parking : Nos (b) Rented Parking : Nos
<b>5.0</b>		<b>AGE / CONDITION OF THE CONSTRUCTION / BUILDING</b>	
	i.	Newly constructed within 2 years (Completion and Occupation certificate with date to be enclosed)	
	ii.	Old construction - Mention year of completion (OC / CC to be enclosed)	
	iii.	Likely date of handing over possession ( Plug & Play model )	
<b>6.0</b>		<b>AMENITIES PROVIDED</b>	
	i.		
	ii.		
	iii.		
	iv.		
	v.		
		Amount of Municipal Taxes per year.	Rs.

Place:

Date: \_\_\_\_\_

**SIGNATURE OF BIDDER WITH SEAL**

Name of the signatory:



## Section – V

### TECHNICAL EVALUATION

The parameters on which technical /Financial evaluation is done are as under:

Sl. No.	Parameters	Max. Marks	Marks to be given by Bank's Committee*	Remarks
1	Distance within 6 kilometers from Head Office	03		
2	Area offered, Single floor – 10 marks; Two floors – 5 marks, Three floors – 2 marks; more floors - 0	10		
3	Four Wheeler Parking offered [ min 60 Nos]	6		
4	Two Wheeler Parking offered [ min 350 Nos]	6		
5	Ambience, Internal Layout , movement space & Table space/seating arrangement, plug & play model –12 marks for bare plate- 5	12		
6	Age of the furniture items : less than 3 years-10 marks, 3 to 5 years-5, more than 5 years-2	10		
7	8 Nos, Cabins for Executive. 15 Nos, Cubicles for senior Officers. Meeting Room – 2 Nos large & 2 Nos small Storage 2 Nos about 200 sq.ft. each Conference Room for 20-25 persons – 2 Nos. Training Room for 40 to 50 persons with Projector, Cafeteria – 1 No. [ For bare plate, Bidder has to submit a detailed drawings revealing the accommodation of all the above requirements ]	18		
8	Security measures – CC TV, Biometric access	3		
9	Fire Escape & Fire Safety measures	6		
10	Cleanliness & hygiene measures	5		
11	Open area available all-round the building	4		
12	Accessibility & Connectivity to this locality	8		
13	Landscape area, open garden if any available in the complex/around the premises	2		
14	Surrounding locality	5		
15	Certificate of IT Compliance from competent authority	2		
		100		

\* Marks for each serial No. will be allotted by Committee. Bidder shall not fill the said column.

1. Minimum 70% i.e. 70 marks are required to be obtained for qualifying for opening of financial bid.
2. Evaluation will be done by the Bank and Bank's decision in the matter is final & binding. No complaints/correspondence/representation of whatsoever nature in this regard will be entertained.
3. Preliminary evaluation of the Technical bids will be done to ensure that the bidders fulfil the basic selection criteria as per detailed terms and Conditions specified in the tender document.
4. Thereafter, the technical bids will be subjected to detailed evaluation by allotting marks on various parameters prescribed in the bid document to arrive at the qualifying marks.
5. The final selection will be made on the basis of lowest rate quoted among the technically qualified bidders & who are scoring 70 marks and above



## Section - VI

### UNDERTAKING / CONFIRMATION:

1. I/ We hereby confirm that, all the terms and conditions specified in this Tender Form are acceptable to me/us. I/We further confirm that all the required details have been furnished in the appropriate blank places and if this Tender form is incomplete in any respect on my/our part then the same is liable to be rejected at the discretion of Bank of Maharashtra
2. I / We, the undersigned am / are submitting this offer (in a sealed envelope duly super scribed and as per directions given in the instructions) for Hiring of Commercial property, Plug & Play model, on Lease basis for IT related establishment of Bank Pune by dropping the same in the Tender Box kept for the purpose at your above office addressed as Lokmangal,1501, Shivajinagar, Pune by 05.00 P.M. on 22.12.2023.
3. I am/we are aware that, the technical offers will be opened at 11.00 A.M. on 26.12.2023 and I am/we are invited to be present at the time of opening technical bids.
4. I/We am/are aware that the Bank 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.
5. I/We am/are aware that in all disputes and/or differences arising out of or relating to or concerning this offer and the Lease, if any, between myself/ ourselves and the Bank of Maharashtra concerning and/or relating thereto and/or relating to the above mentioned flats, Civil Courts in Pune shall have exclusive jurisdiction.
6. I/We hereby confirm that the tender form which is downloaded from the website has not been changed or corrected in any manner, and on the conditions as appearing in the original will be treated as valid.
7. I/We hereby confirm that all the terms and conditions specified in this Tender Form are acceptable to me/us and that all the required details have been furnished in the appropriate blank places.
8. I/We hereby confirm that there is no mention of any financial details in Technical Bid or anywhere else other than Financial Bid, and that there are no technical and commercial conditions in Financial Bid.
9. I/We hereby confirm that offer is open for acceptance for a period of 90 days/three months from the date of opening of financial bids.
10. I/We hereby confirm that Price Bid is duly filled and no deviation /incompletely filled/irrelevant information is filled
11. I/We hereby confirm that there are 05 pages of Standard Lease Deed Format and I have signed on each page, apart from Tender documents and financial bid.



12. I/We hereby confirm that if Bank find's any Bid as conditional/with deviation, then I will have no objection for rejection of my / our bid.

Signature of owner

Name of the signatory: \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_



## Section - VII

### STANDARD DRAFT LEASE AGREEMENT

This is a tentative draft to be amended so as to ensure compliance with the sanctioned terms in each specific case

(Original and duplicate copy to be engrossed on thick green ledger papers and to be sent to the Superintendent of Stamps for adjudication as to the quantum of stamp duty payable thereon before execution and registration with the Sub-Registrar).

#### LEASE DEED

**This Lease Deed is** made at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 202\_.

#### **Between**

Mr./Mrs. \_\_\_\_\_ (Full Name) age adult, residing at \_\_\_\_\_ (Full Address) herein after referred to as 'The **Lessor**' (which expression shall unless repugnant to the context or meaning thereof include his/her heirs, executors, administrators, successors and assigns) of the One Part,

#### **AND**

**Bank of Maharashtra**, a body corporate constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act 1970, having its Head Office at Lokmangal, 1501, Shivajinagar, Pune 411 005 and branch office amongst other places at

\_\_\_\_\_ hereinafter called 'the Lessee' (which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and assigns) of the **Other Part**.

**Now this Lease Deed witnesseth and it is hereby mutually agreed by and between the parties hereof as follows.**

1. In consideration of the rent hereinafter reserved and of the covenants and conditions hereinafter contained and on the part of the Lessee to be paid, observed and performed the Lessor doth/do hereby demise unto the Lessee all that the premises admeasuring \_\_\_\_\_sq.ft. /. (Carpet/built up area) on the \_\_\_\_\_ floor of the building known as \_\_\_\_\_ and situated at \_\_\_\_\_ more particularly described in the schedule hereunder written (hereinafter called "the demised premises") together with the exclusive use of water-closets, lavatories and other conveniences in or upon the premises and together with the right for the Lessee, its employees, servants, agents, invitees, clients and persons authorised by it, to use in common with the other tenants, owners, occupiers or other persons authorised, the entrances, door-ways, lifts, staircases, landing and passages in the compound or forming part of the said building, leading to and from the demised premises for the purpose only of ingress thereto and egress there from, To Have and To Hold the demised premises unto the Lessee from the \_\_\_\_\_ day of \_\_\_\_\_ 202\_ for the term of ten years paying therefor to the Lessors during the said term the monthly rent of Rs. \_\_\_\_\_/-



(calculated at the rate of Rs. \_\_\_per sq.ft. carpet/built up area per month on the said area of \_\_\_sq. ft. of the demised premises); \*exclusive/inclusive of Municipal charges, rates and taxes, payable on or before the 15th day of each English calendar month for the immediately preceding month and upon the conditions and on the performance by the Lessee of the covenants on the part of the Lessee hereinafter contained. The aforesaid rent would be increased by 20% after the first five years.

## **2. The Lessee hereby covenants with the Lessor its follows.**

- (i) \*To pay present and future service charges, outgoing, rates, taxes including Municipal taxes, lawfully due during the term hereby granted in respect of the demised premises and increases thereon.
- (ii) To pay all charges for gas, electricity, water consumed for or upon the demised premises as shown by the separate meter or meters therefor to be provided by the Lessor and to pay the rent of such meter or meters and in the event of water charges being levied by meter in respect of whole of the said building to pay to the Lessor such sum or sums from time to time proportionately payable in respect of the demised premises.
- (iii) To keep the interior of the demised premises and drainages, floorings, doors, windows, shutters and glasses thereof and the lavatories, water closets and other conveniences attached thereto and all the Lessor's fixtures and fittings in clean and good, substantial and sanitary repairs, order and condition, reasonable wear and tear and loss or damage by fire, flood, earthquake, tempest, violence of army or mob, act of God or other irresistible forces or inevitable accidents only excepted.
- (iv) To use the demised premises for the purpose for which it is leased out only and in particular not to use or permit to be used any part of the demised premises as a liquor shop or for any illegal or immoral or improper purpose.
- (v) to do or suffer to be done in or upon the demised premises anything whatsoever which may be or become a nuisance or annoyance to or in any way interfere with the quiet or comfort of the other Lessees, tenants, owners and occupiers of the said building or of the adjoining or neighboring buildings.
- (vi) Not to store or allow to be stored in the demised premises any goods, articles, or things of a hazardous, inflammable or combustible nature.
- (vii) Not to sub-let, assign, under-let or part with the possession of the demised premises or any part thereof or permit the same to be used on leave and license or care taker or any other basis without the permission of the Lessor.
- (viii) To permit the Lessor and his/their/its agents, surveyors and workmen with all necessary appliances to enter into and upon the demised premises at all reasonable times by giving at least 48 hours



previous notice in writing to the Lessee or the occupant for the time being of the demised premises for doing such works and things as may be requisite or necessary for any repairs, alterations, or improvement either in or upon the demised premises and the water pipes and drains in or under the same or any other parts of the said building or for enabling the Lessor to comply with any of the notices or requisitions given by the Municipal or other authorities concerned to carry out and make good forthwith any and all repairs and works for which the Lessee is responsible under the covenants on the part of the Lessee and the conditions herein contained.

To deliver up the vacant possession of demised premises at the end of or other sooner determination of the said term together with all the fittings, and fixtures in the same condition as they now are (fair wear and tear and damage by fire, earthquake, cyclone, tempest, flood, violence of any army or mob or other irresistible force or act of God expected).

### **3. The Lessor hereby covenants with the Lessee as follows:**

- (i) To pay all the existing and future rents, rates, taxes, cesses, charges, assessments, imposed or payable in respect of the demised premises including land revenue, taxes or ground rent and increase therein.
- (ii) That the Lessee, paying the rent hereby reserved and observing and performing the covenants and conditions on the part of the Lessee herein contained, shall quietly enjoy the demised premises during the said term without any interruption or disturbance by the Lessor or any person lawfully, claiming either under or in trust for the Lessor or otherwise howsoever.

### **4. Provided always and it is hereby mutually agreed as follows:**

- (i) The Lessee shall be at liberty during the said term to make fittings, fixtures in or to the demised premises including installation and fixing of strong room air- conditioning, drainage water and other plant equipments, including cables, partitions, screens, shelves, racks, sunblind, office fittings and water gas, electric and sanitary installations, fittings, lights and fans and electrical, electronics and telecommunication equipments including ATM (Any Time Money) machines, V-sat installations etc. into or upon the demised premises or

any part thereof without any extra or additional rent or amount payable by the Lessee and without any hindrance or objection or impediment by the Lessor and to remove the same but the Lessee shall make good any damage which may be caused to the demised premises by such removal to the reasonable satisfaction in all respect of Lessor/s.

- (ii) The Lessor shall allow the Lessee to install ATM, if any, and separate entrance for the same at or near about the demised premises and allow the Lessee to install V-SAT on the roof or



terrace of the demised premises and shall provide to the Lessee all incidental and consequential facilities, amenities, permissions, approvals, conveniences and right of way to and from the same without any additional compensation or amount or rent to the Lessor.

- (iii) The Lessee shall be at liberty to place its name board or name boards including neon signs at the entrance to or outside the demised premises and for that purpose Lessors will obtain in writing permission of the local authority or anybody/society etc.
- (iv) At any time during the agreed lease period as mentioned herein, the Lessee shall be at liberty without assigning any reason to determine and terminate the lease and to vacate from the premises by giving three calendar months' notice to the Lessor and the Lessor will not claim any damages / compensation but the Lessor shall not terminate or determine the lease on any ground whatsoever except on the ground of non-compliance of any of the covenants by the lessee.





**The Schedule above referred to –**

All that the premises admeasuring about \_\_\_\_\_ sq.ft./. (carpet or built up area) on the \_\_\_\_\_ floor of the building known as \_\_\_\_\_ at \_\_\_\_\_ standing on the piece or parcel of land bearing plot no. \_\_\_\_\_ city survey no. \_\_\_\_\_ situated and lying and being in village \_\_\_\_\_, Tal. \_\_\_\_\_, Dist. \_\_\_\_\_ in the Registration Sub-Dist. and Sub-Dist. \_\_\_\_\_ Registration Dist. and Dist. \_\_\_\_\_ and bounded as follows i.e. to say –

On or towards the North by –  
On or towards the South by -  
On or towards the West by -  
On or towards the East by –

In witness whereof the parties hereto have executed these presents and the duplicates thereof the day and year first herein above written.

Signed and delivered by  
Mr./Mrs. \_\_\_\_\_  
The Lessor with-in named  
In Presence of  
1. Mr. \_\_\_\_\_  
2. Mr. \_\_\_\_\_

Signed and delivered with-in named Lessee Bank of Maharashtra by the hands of its duly Authorized Official and \_\_\_\_\_ Manager, Mr. \_\_\_\_\_ in presence of witnessed:

1. Mr. \_\_\_\_\_  
2. Mr. \_\_\_\_\_



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra  
ONE FAMILY ONE BANK

## Section - VIII

### ADVERTISEMENT



बैंक ऑफ महाराष्ट्र  
Bank of Maharashtra  
ONE FAMILY ONE BANK

**Requirement/Hiring of Commercial property, Plug & Play model, having about 560 work stations on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005**

**Bank of Maharashtra** invites sealed tenders in two bid system for hiring commercial premises, Plug & Play model, within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005. The tender document can be downloaded from Bank's website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in)

Pre bid meeting is arranged on 14.12.2023 at 11.00 A.M. Last date for submission of tenders is 22.12.2023 up to 5.00 P.M. The Technical bids will be opened at 11.00 A.M. on 26.12.2023 & interested bidders are requested to remain present for the same. No offers will be accepted from broker & no brokerage will be paid.

Date:07.12.2023  
Phone: 020-25614243/505

Assistant General Manager,  
Corporate Services Department.

# **PART - II**

# **FINANCIAL / PRICE BID**



## Section - IX

### FINANCIAL / PRICE BID - Part (A)

(No Change whatsoever is to be made in this format)

**Name: Requirement/Hiring of Commercial property, Plug & Play model, having about 560 Work Stations, on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005**

1.	Lease Period	Initially lease period will be 03 years & extendable for further period of 03 years, if bank desires to renew the same further, it shall be on mutually agreeable terms. Lease Deed to be executed as per bank's standard format attached to this tender.
2	Lease Deed Expenses	To be paid equally on 50:50 basis
3	Rise in rent after initial lease period of 03 years.	-----% (            in words            )
4	Interest free Deposit	Equals to 3 month's rent only
5	Number of Free car parking provided	-----Nos.
6	Number of Free Two-Wheeler parking allowed	-----Nos.
7	PMC / PCMC Taxes -	----- Per Year to be borne by owner only

**Place:**

**Date:**

**Signature of the Owner with seal**

## FINANCIAL/PRICE BID - Part (B)

(No Change whatsoever is to be made in this format)

**Name: Requirement/Hiring of Commercial property, Plug & Play model, having about 560 Work Stations, on Lease basis for IT related establishment of Bank within 6 kilometers from its Head Office Lokmangal Shivajinagar Pune – 411 005.**

1	Carpet Area Offered in sq.ft (As per clause No.4(iii) of Technical Data sheet)	----- sq.ft. [Architect's certificate for confirmation of carpet area to be provided]
2	Rent per sq.ft. on Carpet Area [ Please mention floor wise area & Rate of Rent]	Rate per sq.ft. Rs.----- . Total rent per month = ----- Sq.ft. X Rs.----- = Rs.-----  OR 1) ---- Floor : -----Sq.ft.X Rs.----- = Rs.----- 2) ---- Floor : -----Sq.ft.X Rs.----- = Rs.-----  Total Rs.=====
3	Common Maintenance Charges per sq.ft. per month  [For Day to Day cleaning of common area, Water supply, lifts, Generator, common lighting etc.]	----- per sq.ft.  Total charges per month =[ ----- Sq.ft. X Rs.-----per sq.ft.]  =
4	Car Parking charges per month over & above free car parking ( at Sr.No. 5 of Part A )	----- per car per month Total charges per month = No. of cars X Rs.--- per car = Rs.
5	Two-Wheeler Parking charges per month over & above free car parking ( at Sr.No. 6 of Part A )	----- per two wheelers per month Total charges per month =No. of two wheeler X Rs ---- per two wheeler = Rs.

**Note: 1) For Sr.No. 4 & 5 above, if bidder is interested to provide free of charge then they shall quote "0" (Zero). Part B will be considered for Commercial Bid evaluation & lowest rate quoted among the technically qualified bidders & who are scoring 70 marks and above will be final.**  
**2) GST will be applicable extra.**

**Total (Sr.No. 2 + Sr.No.3 + Sr.No.4 + Sr.No.5) = Rs. ----- per month**  
**[No column should be kept blank, incomplete bids will be summarily rejected]**

**Place:**

**Date:**

**Signature of the Owner with seal**