



CIN: L65190MH2004GOI148838

**IDBI BANK LTD**

**Office Premises Required in Kolkata , West Bengal**

Bank desires to acquire on long lease, commercially approved office premises for banking activities for various location as per details mentioned below:

<b>Branch Location</b>	<b>Carpet Area required</b>	<b>Application to be submitted to</b>
Kanchrapara,Kolkata	1500-2000 Sq Ft	<b>Shri Saibal Chatterjee, GM &amp; Senior Regional Head, Kolkata II, IDBI Building, 44 Shakespeare Sarani, Kolkata, WB-700017</b>
Maheshtala,Kolkata	1500-2000 Sq Ft	
Nabadwip,Nadia	1500-2000 Sq Ft	
Saltlake ,Kolkata	Around 1500 Sq Ft	

The premises should be located strategically on the main road preferably on Ground Floor having good frontage, visibility, adequate power supply and parking facility. Interested parties owning suitable premises may apply to address mentioned in front of respective location within 10 days.

**Applications received by 6:00 pm on or before 30th December, 2024 will only be accepted.**

The applications should be made as per the "[Instructions / Guidelines for submitting the offer](#)". Estate agents offering premises should submit their offers with full details along with authorization letters from landlords. No brokerage will be paid by the Bank. IDBI Bank Ltd reserves the right to accept or reject any or all the offers without assigning any reasons thereof. Performa and other details can be downloaded from our website [www.idbibank.in](http://www.idbibank.in) under Notices-Tenders or collected from any of our branches.

Kolkata  
20<sup>th</sup> December, 2024

Sd/-  
Chief General Manager  
Kolkata Zone

**PS – Name of the location, for which bids are being submitted to be mentioned on the main cover. The Instruction and Guidelines for submitting the offer is given from page no 2 of the advertisement**

## **INSTRUCTIONS / GUIDELINES FOR SUBMITTING THE OFFER**

1. Offers have to be submitted as per the following formats duly filled up and with each page thereof duly signed as provided in the formats:
  - **Format I: 'OFFER TO GIVE THE PREMISES ON LEASE TO IDBI BANK LTD'**  
**Enclosures to Format I :**
    - A. : **DETAILS OF PREMISES OFFERED ON LEASE**
    - B. : **DECLARATION BY OWNER/(s)**
    - C. : **AGREED TERMS AND CONDITIONS**
  - **Format II: 'COMMERCIAL TERMS'**
2. Duly filled up **Format I, together** with its enclosures as above, should be enclosed in a separate cover marked as **COVER 1**.
3. Duly filled up **Format II** should be enclosed in a separate cover marked as **COVER 2**.
4. The **COVER 1** & **COVER 2** should then, together, be enclosed in a separate cover addressed to the concerned Officer of the Bank whose particulars in this regard are given in the Advertisement inviting offers/the Bank's Website in this connection.
5. The Bank will be opening **COVER 2** of only such offers that meet the requirement of the Bank as detailed mentioned in the advertisement.
6. Copies of all relevant approved drawings indicating therein the site plan, floor plans, sections, elevations, etc. should be enclosed with the offer. The drawings should also indicate dimensions of open spaces around the building, locations of underground and overhead tanks, space for housing D.G. set as also for locating dish antenna at the roof level, car parking space, making earthing pits, area of the space offered, distance between columns, floor heights i.e. below the deepest beam, bottom of slab, etc.
7. The offer should state the type of material used for flooring and cladding on surface on the exterior of the building provided so far and confirm the Owner/(s)'s willingness to carry out ,at his own cost, the work of provision of standard finishes in regard to flooring as desired by the Bank.
8. The rate quoted should also take into account expenses that may need to be incurred in arranging all necessary permissions as also for works required by the Bank as given in **Format I**.
9. To quicken the civil work and internal furnishing work, referred to in para 8 above, in cases of urgency, the Bank may take up the same on behalf of the owner only on recovery of the cost at the rate and in the manner prescribed by the Bank.

10. Before making the offer, it would be desirable for the Owner/(s) to go through the enclosed Guidance Note regarding the Bank's requirements while taking premises on lease to ensure that his/her offer is in line with and in conformity with the Guidance Note.

**Enclosures:** (i) **Guidance Note** regarding the Bank's requirements while taking premises on lease

(ii) **Format I** with its enclosures A, B, and C

(iii) **Format II**

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## **GUIDANCE NOTE**

### **THE BANK'S REQUIREMENTS WHILE TAKING PREMISES ON LEASE**

#### **A. Technical and Legal Aspects**

1. The Bank will take the premises on the basis of carpet area, which means that the usable area inside the outer walls will be measured and not on the basis of Plinth Area / Built up area / Super Built Up Area. The actual carpet area will be worked out as per joint measurements and rent will be paid based thereon.
2. The premises offered for a branch office should have direct access from the main road for both Branch as also ATM with provision of steps as also, preferably, ramp for physically challenged/senior citizens and with handrails as per the Bank's specifications.
3. The Bank will take the premises on lease for a minimum period of nine years renewable thereafter in tranches of three/ five years.
4. The building/premises offered should have all necessary permissions from the concerned local and statutory authorities.
5. Before handing over possession of the premises to the Bank, the Owner/(s) will have to obtain all necessary approvals from the concerned local and statutory authorities for strong room, toilets, pantry, etc and for using the premises for commercial / banking purpose. The Bank will furnish the interior layout plan to the owner for this purpose.
6. The Bank will, however, have the exclusive right to vacate the premises at any time during the lease, by giving 3 months notice in writing without paying any compensation for early termination of the lease.
7. The Owner/(s) should submit the documents to title as and when called for to the satisfaction of the Advocates appointed by the Bank.
8. One certified copy each of the following documents should be submitted by the Owner/(s) whose offers are short-listed by the Bank:
  - ✓ Title document (preferably with English translation);
  - ✓ Copy of allotment letter from electricity authority regarding approval of additional power supply;
  - ✓ Copy of land and building taxes paid i.e. last receipt paid to the authorities;
  - ✓ Clearance of Development Authority/Local Body obtained if any, in connection with the related work;
  - ✓ Copy of approved plan; and

✓ Encumbrance certificate.

9 The premises offered should have a minimum height of 10 feet available below beams.

**10 The Owner/(s) has to provide the following amenities at his/their cost as per necessary specification and drawings given by the Bank: -**

- ✓ Space of 12'x 10' on the ground floor/basement within the compound for installation of a DG Set and a space of 15'x 15' on the roof top/terrace for installation of VSAT dish/pole antenna/MPLS pole;
- ✓ Flooring with 2' x 2' / 3'x 3' vitrified tiles and colour as per The Bank's specification;
- ✓ The windows & ventilators of the premises secured with MS grills (12mm square bars on both ways with spacing of 4 inches in between) and provided with anodized aluminum sliding windows, heavy-duty aluminum sections with 5mm thick Float Glass;
- ✓ Partition brick walls with neatly plastered surface as per layout given by the Bank for ATM, Pantry, Electrical Room, Record Room and Toilets;
- ✓ A pantry platform of 2' width with RCC slab with proper supports on brick wall and polished granite laid on top with stainless steel sink (similar to a kitchen platform) and a lunch counter of width 1'3" fitted on wall as per drawings & specification provided by the Bank;
- ✓ Two toilets (one for gents and one for ladies) with walls cladding for 7' high using glazed tiles and flooring with good quality glazed/ceramic tiles, good quality fittings and fixtures as per the Bank's specifications and drawings;
- ✓ A strong room-cum-locker room with 9" thick RCC walls and floor, with construction as per the Bank's specifications and drawings. For separation of locker area, a MS grill partition using 12mm MS square bars both ways at a spacing of 6" c/c and a grill door with locking arrangement to be provided inside the Strong Room. MS Grill work using 12mm MS square bars on both ways at a spacing of 6" to be done below roof slab for security. Strong Room Door & Air ventilator will be provided by the Bank;
- ✓ Adequate three-phase power supply (Minimum 15 KW for every 1000 sq.ft of carpet area) as a single connection with meter and main switch of required capacity. The Bank will be arranging the internal electrical works for the premises through its contractors as per the interior design. The schematic layout of the works and electrical design details carried out inside the premises will be handed over to the Owner/(s) for arranging the approvals and connection at his cost. In

- case of multi-storied buildings, if a transformer is needed to be installed, the owner will also arrange the same. The Bank will not bear any cost in this regard;
- ✓ The Bank will reimburse the amount of refundable Security Deposit (if receipt for such Security Deposit is issued in the name of Bank) paid by the Owner/(s) to Electricity Board for installation of electric meter in the Bank's name only. However no such payments would be made towards installation of transformer etc.;
  - ✓ Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
  - ✓ A good sewerage system (either municipal / septic tank) for the building;
  - ✓ Space for installation of sign board for full frontage length of the premises offered on lease (minimum-30 ft.);
  - ✓ Adequate car & two-wheeler parking space (minimum two car parking per 1000 sq.ft.);
  - ✓ Rolling Shutters/Collapsible Gate for the entrance & frontage to the Branch and ATM as per specification given by the Bank;
  - ✓ The Owner/(s) should permit the Bank to install the outdoor AC machines either on the sidewalls and / roof top as per Bank's requirements.

**B. Terms of Lease**

1. The rent quoted should be on per sq.ft. of carpet area of the premises offered and should be inclusive of applicable taxes, outgoings, maintenance charges, etc. The rate quoted to be competitive and in line with the rate prevalent for comparable premises in the locality.
2. The Offer is expected to be in conformity with commercial terms ,namely, as interest-free deposit, lease period, percentage periodic increase in monthly rentals etc. have been set out in the **Formats I** and **Format II** and these guidelines.
3. To quicken completion of internal civil work and commence internal furnishing, the Bank can take up the above mentioned owner(s) scope of work viz. internal staircase (wherever needed), pantry, toilets, flooring, strong room, and windows as per the Bank's specifications. In such cases, the Bank will recover Fixed Cost of Rs.6.70 lakh and Variable cost @Rs.115/- per sq.ft. from the owner(s).
4. If the Bank is required to undertake the Owner's scope of work to be reimbursed by the latter, rent accrued would commence **after 60 days from date of taking possession** and/or the date of power connection, whichever is later; and

5. If the Owner(s) is/are doing his/their assigned scope of work, then on completion of this work, rent will commence **30 days after handing over of premises to the Bank** for its internal furnishing **or the date of power supply connection**, whichever is later.
6. All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. pertaining to the premises will have to borne by the Owner.
7. The Lease agreement has to be registered with the registering authority. Stamp Duty, Registration charges, etc. to be shared equally by the Bank and the owner(s).

**C. Miscellaneous**

1. The Bank shall bear actual charges for consumption of electricity and water for which the landlord has to provide separate electricity / water meters.
2. All repairs, including painting in common area and external surface, will be got done by landlord at their cost once every 3 years. In case, the repairs and / or painting is / are not done by the landlord as agreed, the Bank will be at liberty to carry out such repairs and painting etc. and deduct all such expenses from the rent payable to the landlord.
3. The Bank does not have any direct dealing with brokers. If any broker wishes to submit any offer representing a bonafide Owner/(s), such broker/consultant should enclose an authority letter from the Owner/(s) to submit such an offer. Real Estate Consultants / Agents may please note that no brokerage will be paid by the Bank.
4. The Bank reserves the right to reject any or all of the offers without assigning any reasons to the Owners/(s).

**FORMAT - I**

**OFFER TO GIVE THE PREMISES ON LEASE TO IDBI BANK LTD.**

From:

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City : \_\_\_\_\_

Pin Code : \_\_\_\_\_

Contact No. : Mobile \_\_\_\_\_

Email : \_\_\_\_\_

To:

\_\_\_\_\_

IDBI Bank Ltd.

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/Madam,

With reference to the advertisement dated \_\_\_\_\_ in \_\_\_\_\_ calling for offers for acquisition of premises for use of IDBI Bank Ltd., I / We, submit my / our offer for leasing the premises described here below, for your \_\_\_\_\_ branch. We have read and understood the requirements of the Bank and terms & conditions listed out in this context, for offering the premises detailed in the offer format.

Please find enclosed following documents duly filled up:

- A. Details of the Premises offered on lease**
- B. Declaration by me / us.**
- C. Agreed Terms & Conditions**



**COVER – I**

**A. DETAILS OF PREMISES OFFERED ON LEASE**

<b>I Information of the Offeror / Owner</b>		
1	Name, address and telephone no. (Office/ residence /cell) of the Owner / Offeror.	
2	Name and contact no. of the person to be contacted.	
<b>II Particulars of the Premises Offered</b>		
1	Name of the building	
2	Postal Address of the building with pin code	
3	Whether the Building is in a	
a)	Commercial Complex	
b)	Commercial cum Residential Complex	
c)	Residential Complex	
d)	Status of necessary permissions of Competent Authority for using the premises for commercial/banking use	
4	Location of the premises offered i.e. ground floor or mezzanine or upper ground floor or basement or first floor etc.	
5	Present Status of the building	
a)	Ready for occupation	
b)	Building under construction	
c)	Proposed for construction	
6	If it is ready building, year of Completion of construction	
7	Whether there is direct access to the premises from the main road	Yes/No
8	Carpet Area offered in sq.ft.(correctness of the same will be established on joint measurement only for the offer selected)	
9	Whether the building has Occupancy Certificate (OC)	Yes / No
10	Boundaries of the Property	
a)	North	
b)	South	
c)	East	

d)	West	
11	Electric Power load that is available as of now (to be augmented to 15KW per 1000 sq.ft. at owner's cost before handing over possession / commencement of rent including installation of Transformer if required )	
12	Water supply- Municipal / Bore-well	
13	Sewerage – Municipal / Septic Tank	
14	Type of Structure – RCC/ Load Bearing	
15	Height available	
a)	Below slab to floor	----- ft.
b)	Below beams to floor	----- ft.
16	Parking available/can be provided for the The Bank	
a)	Two - wheeler	----- nos
b)	Four – wheeler	-----nos
17	Facilities available at present which may be altered as per the Bank's specifications, if required	Facilities available
a)	Flooring & cladding	
b)	Windows & Ventilators	
c)	Toilets	
d)	Pantry	
e)	Rolling Shutters etc.	
18	Whether adequate space as required by the Bank is available for keeping / installing	
a)	DG Set	Yes / No
b)	VSAT Antenna	Yes / No
c)	Outdoor AC Units	Yes / No
d)	Signage	Yes / No
e)	Location for 2 nos. earth pits	Yes / No
19	Whether there is a basement floor below the premises offered	Yes / No
20	Any other information	

**B. DECLARATION BY OWNER**

1. I am / we are aware that, the rent shall be calculated as per the usable carpet area which will be measured in the presence of owner(s) and the Bank Officials.
2. I am / we are agreeable to provide the following facilities ,as per layout and specifications of the Bank, at no extra cost to the Bank: -
  - i) Space for installation of DG Set (10'x10') on the ground floor within the compound and space on rooftop / terrace for VSAT Dish /Pole antenna (12'x 12') at my / our cost;
  - ii) Flooring with 2' x 2' / 3'x 3' Vitrified tiles;
  - iii) Windows & Ventilators with iron grills and anodized aluminium sliding windows with 5mm thick Float Glass;
  - iv) Necessary partition walls with brick work with neatly plastered surface as per layout given by the Bank for ATM, Pantry, Electrical Room, Record room and Toilet;.
  - v) A pantry platform with stainless steel sink & a lunch platform;
  - vi) Two toilets (one for gents and one for ladies);
  - vii) A Strong Room-cum-locker room with 9" thick RCC walls and floor;
  - viii) Adequate 3 phase power supply (15 KW for every 1000 sq.ft. of carpet area) as a single connection with meter and main switch of required capacity at my/our cost including arranging the approvals for electrical works inside the premises done by the Bank;
  - ix) Continuous water supply at all times by providing overhead tank, sump tank, motor and necessary pipe connections;
  - x) Space for installation of signboard for full frontage length of the premises offered on lease;
  - xi) Adequate car and two-wheeler parking space. (minimum two car parking per 1000 sq.ft.);

- xii) Direct access from the main road for both Branch and ATM by providing necessary steps and ramp for physically challenged persons as also senior citizens and with handrails;
  - xiii) Necessary sewerage system (either municipal / septic tank);
  - xiv) Rolling Shutters / Collapsible Gate for the entrance & frontage to the premises and to ATM space; and
  - xv) Installation, by the Bank, of the outdoor A/c units either on the sidewalls / rooftop as the case may be as per design requirements.
3. I / We declare that I am / we are the absolute owner of the plot / building / premises offered to the Bank and having valid marketable title over the above.
  4. The Bank, at the time of vacating the premises, is at liberty to remove all electrical fittings and fixtures, counters, safes, safe deposit lockers, cabinets, strong room doors, partitions and other furniture and fixtures installed by the Bank.
  5. If my / our offer is acceptable, I / we will give you possession of the above premises on or before \_\_\_\_\_.
  6. I / We further confirm that this Offer is irrevocable and shall be open for \_\_\_\_ days from date hereof, for acceptance by the Bank.
  7. I/We undertake to enter into an agreement as and when intimated by the Bank.

**COVER – I**

**C. AGREED TERMS AND CONDITIONS**

I / We hereby agree that:

**1. Rent**

- i. Rent shall be paid by IDBI Bank Ltd (hereinafter referred to as the Bank) for the exclusive usable carpet area on sq.ft. basis after expiry of each month during the tenure of lease period which will initially be for 9 years and subsequently for the extended lease period.
- ii. The Bank has the exclusive right to vacate the premises at any time during the pendency of lease by giving 3 months notice in writing without paying any compensation for early termination.
- iii. Rent shall be paid by the Bank with effect from the dates as mentioned below:
  - If the Bank is required to undertake the Owner's scope of work to be reimbursed by the latter, rent accrual will commence **after 60 days from date of taking possession** and/or the date of power connection, whichever is later; and
  - If Owner(s) is doing his/their assigned scope of work, then on completion of this work, rent should commence **30 days after handing over of premises to the Bank** for its internal furnishing **or the date of power supply connection**, whichever is later.

**2. Taxes / Rates**

All existing and enhanced Municipal Corporation taxes, rates and cesses, society charges, maintenance charges etc. will be paid by me / us (owner(s)).

**3. Maintenance / Repairs**

- i) The Bank shall bear actual charges for consumption of electricity and water. I / We undertake to provide separate electricity / water meters for this purpose.
- ii) All repairs including painting in common area and external surface will be got done by me / us at my / our cost. In case, the repairs and painting is / are not done by me / us as agreed now, the Bank will be at liberty to carry out such repairs and painting etc at its cost and deduct all such expenses from the rent payable to me/us.

4. Security Deposit

The Bank has to give us a sum as will be agreed upon by both the parties being the interest free advance deposit of not exceeding six month's rent which will later be refunded to the Bank at the time of vacating the premises or adjusted against outstanding dues at the Bank's discretion.

5. Lease Deed / Registration Charges

I / We undertake to execute an agreement to lease / regular lease deed, in your favour containing the mutually accepted / sanctioned terms of lease at an early date. I / We undertake to bear the charges towards stamp duty and registration charges for registering the lease deed on the basis of 50:50 between the Bank and me / us.

6. Usage of Premises for Commercial Purpose

I/We confirm that the premises offered have been approved by the Local Development Authority for its usage as commercial /banking premises.

7. The original registered documents shall be deposited with the Bank and a certified copy of the same shall be with me / us (owners).

8. The owner(s) shall submit the title documents as and when called for to the satisfaction of the Advocate appointed by the Bank.

9. Approvals for the Building, Power Supply etc. from the Authorities

I/We confirm that all necessary permissions/ approvals will be arranged by me / us, by completing all related formalities of the Local / Statutory Authorities.

Place:

Date:

**FORMAT - II**

**COMMERCIAL TERMS**

<b>Sr No.</b>	<b>Commercial Terms</b>	<b>Rupees</b>
1	Offered Rate per sq.ft. of usable carpet area (rate to be inclusive of all amenities as required by the Bank) <b>Note :</b> Offer to quote the monthly lease rent on per sq.ft. of carpet area - which shall be inclusive of applicable taxes, other outgoings, maintenance charges, society charges, if any etc.	
2	Interest Free Deposit (not exceeding 6 months rent)	
3	Increase in monthly rental (not to exceed 10% after every 3 years or 15% after every 5 years).	
4	Lease Period (Minimum: 9 years)	
5	Stamp Duty and Registration Charges to be shared equally between the Bank and Owner (50:50)	Yes

Place:

Date: