JRGBank

झारखण्ड का अपना बैंक

Jharkhand Rajya Gramin Bank
Head Office, Ranchi

JHARKHAND RAJYA GRAMIN BANK
REGIONAL OFFICE, GUMLA

TENDER FOR HIRING PREMISES OF PROPOSED JARI BRANCH

Tender No. Accts/02/2025-26 **Date** 24.10.2025

Important Dates:

Opening date for submission of Tender Documents.	**24.10.2025**
Last date for submission of Tender documents	**03.11.2025, 4:00 PM**
Date of opening of Technical Bid.	**04.11.2025, 11:00 AM**
Date of opening of Financial Bid.	**Will be advised later**

Address for Communication

Jharkhand Rajya Gramin Bank,
Regional Office, Gumla
Baraik Mohalla, Jaspur Road,
Gumla – 835207, (Jharkhand)
E-mail ID. rogumla.account@jrgbank.bank.in

Disclaimer

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of JRG Bank (Bank), is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided. This Tender is neither an agreement nor an offer and is only an invitation by Bank to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy,reliability or completeness of this Tender.

Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

Jharkhand Rajya Gramin Bank,

(Regional Office, Gumla)

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REQUEST FOR PROPOSAL: PREMISES REQUIRED ON LEASE

Jharkhand Rajya Gramin Bank invites sealed offers from owners / Power of Attorney holders for leasing of premises on rental basis for Commercial Office use. The premises should be located in **Ground Floor or in Ground & First Floor or in First Floor,** on a wide & pucca Road, accessible for cash van /Truck situated in decongested area with in limit of village area.

	Tender No.	Acct/01/2025-26
	Name of proposed Branch	**Jari**
	Status of Branch	New
	Desired location	**Jari Village (on main road)**, Albert Ekka Jari Block
	Carpet Area (Approx.)	Approx. 500 - 750 sq. ft.
	Parking Space (free of cost)	Minimum 150 sq. ft. with 10 % variance
	Amenities	24 hours water facility, 2 Toilets, etc.
	Possession	Premises should be ready for immediate possession or expected to be ready for possession within **one month** from the last date of submission of proposal.
	Premises under construction	Will be considered provided premises should be ready for possession within **one month**
	Premises Detail	1. Bank will require a strong room inside the premises and door for the strong room shall be provided by the landlord at his own cost and it must be a channel gate and shutter door. 2. The main door of Branch premises shall be fitted with a channel gate and shutter door. Cost of it shall be borne by the landlord.
	Period of lease	15 years with a provision for **15 %** enhancement of monthly rent after every five years.
	Selection procedure	Techno-commercial evaluation by assigning **50% weightage for technical parameters and 50% weightage for price bids**
	Validity of offer	4 months from the date of submission of the offer
	Stamp duty / registration charges	To be shared in the ratio of 50:50.
	Fitment Period	1 month rent free fitment period for completion of interior furnishing work by Bank after handing over of the premises to Bank.
	Roof rights	Solar, V-SAT, RF tower etc
	Tender Cost	Rs 2000.00 in the form of Demand Draft in favour of Jharkhand Rajya Gramin Bank payable at Gumla

2. Premises should be ready for possession / occupation or expected to be ready within **1 month** from the last date of submission of proposal.

3. The format for submission of the "Technical Bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from JRG Bank website www.jrgbank.bank.in under Tender & Notices Section **- from 24.10.2025 to 03.11.2025.**

4. The offers in a sealed cover complete in all respects should be submitted on or before 4.00 pm on 03.11.2025 during working hours at the following address: **Regional Office Gumla, Jharkhand Rajya Gramin Bank, Baraik Mohalla, Jashpur Road, Gumla.**

5. The technical evaluation will be done on 04.11.2025 and accordingly qualified bidders will be advised regarding dates and time of financial / commercial evaluation.

6. The JRG BANK reserves the right to accept or reject any offer without assigning any reasons thereof.

7. Offer for premises situated beyond the desired location area will be rejected at the sole discretion of the Bank.

8. No Brokers please.

<u>Details of formats enclosed with this document:</u>

a. **Scoring matrix for technical evaluation:** Annexure – I

b. **Technical bid format:** Annexure – II

c. **Price bid:** Annexure – III

d. **Lease agreement format:** Annexure - IV

Authorized Signatory

TERMS AND CONDITIONS
OFFER / LEASING OF OFFICE PREMISES

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. The Technical Bid and Price Bid for the proposal should be duly signed & enclosed in separate sealed envelopes and these two envelopes be placed in a single cover super scribing **"Tender for leasing of premises for Jari Branch premises"** to **Regional Office Gumla, Jharkhand Rajya Gramin Bank, Baraik Mohalla, Jashpur Road, Gumla** on or before 4.00 pm on **03.11.2025.**

TERMS AND CONDITIONS

1.1 The applicant shall be bonafide owner (s) or power of attorney holder of the premises and should have clear & absolute title to the premises. The successful bidder will have to execute the lease deed as per the bank's standard format and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank.

1.2 The lease period will be for 15 years with increment in rent at 15% after every 5 years (viz. total lease period will be of 15 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the currency of the lease.

1.3 Tender document received by the JRG Bank after due date and time shall be rejected.

1.4 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as **"Technical"** or **"Commercial"** as the case may be duly filled in with relevant documents/information at the following address:

Regional Manager
Jharkhand Rajya Gramin Bank,
Baraik Mohalla, Jaspur Road,
Gumla – 835207, (Jharkhand)

1.5 All columns of the tender documents must duly fill in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly authenticated by the tenderer. The JRG Bank reserves the right to reject the incomplete tenders.

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

1.7 The offer should remain valid at least for a period of minimum 4 (four) months to be reckoned from the last date of submission of offer i.e. 03.11.2025.

1.8 The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

1.9 Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.

1.10 The bidder / (s) may be informed by the JRG BANK for arranging site inspection of the offered premises.

1.11 **Statutory clearances, if any shall be obtained by the lessors** at their own cost as and when required. The landlord should clear all the dues and other statutory obligations of municipality / corporation as well as revenue authorities.

1.12 The details of parameters and its weightage for technical score has been incorporated **in Annexure – I (Minimum 50 Marks out of 100 marks will be mandatory to qualify for financial evaluation).** The score finalized by Committee of the JRG Bank in respect of technical parameters will be final and binding to the applicant.

1.13 All the payments to the lessor shall be made by A/c payee Cheque or RTGS / NEFT. The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes and service charges shall be borne by the landlord. However, the landlord will be required to issue the GST invoice to the concerned Branch Manager, JRG Bank every month for the rent due to them indicating the GST component in the invoice.

1.14 Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as carpet area as per IS code 3861-2002 (Second Revision) which will be measured and confirmed jointly by the Bank and the landlord.

1.15 The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for Banking activities in the premises.

1.16 NOC and the covered space required for installation and running of the generator, provision of installation of AC Outdoors Units, Bank's Signage at front & side face, Earth stations, roof rights for Solar, V-SAT, RF tower etc. installation will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.

1.17 Bidder / Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.18 After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation for the area jointly confirmed as per para 1.14.

1.19 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However, GST shall be paid extra at applicable rate and manner.

1.20 Electricity & Supply water charges will be borne by the Bank. However, the requisite connection has to be arranged by the landlord in the name of Bank.

1.21 Supply of adequate portable water round the clock should be available at the premises. Preferably, separate overhead tank fitted with motor pump linked to permanent water source be arranged.

1.22 The building must have provision of two toilets, separate for male and female staff members.

1.23 Interior works like loose furniture, dry wall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signage, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

1.24 The actual marks secured by the premises in Technical and Price bids will be converted into percentile with reference to highest score in technical bid and lowest rent submitted in price bid and combined weighted score **(50:50)** will be derived to determine the highest scoring premises for final selection.

Place:
Date: Name & Signature of bidder

ANNEXURE – I

SCORING MATRIX FOR TECHNICAL EVALUATION

Marks will be awarded after visiting the premises by the Premises selection committee. The parameters are as under:

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Distance from Desired Location (on main road)	As per NIT : 10 Not as per NIT : 0	10	
2	Premises location, nearby surroundingsand approach road	Commercial Market place on main road: 10 Commercial Market place on narrow approach road : 5 Partly Commercial / Residential on narrow approach road : 2	10	
3	Floor at which premises is located	Ground floor : 20 Ground + First floor : 10 FF : 5	20	
4	Frontage	Above 10 meters : 10 5 m to 10 m : 5 Less than 5 m : 0	10	
5	Exclusive Parking forJRG BANK	As per NIT : 10 50% of NIT : 5 Otherwise : 0	10	
6	Quality of construction,Load Bearing/RCC Framed Structure, Ventilation	Frame Structure: 20 Load Bearing: 10 Vacant plot/ under construction building : 5	20	
8	Ambience, convenience and suitability of premisesas assessed by the Committee	As assessed by the Committee	20	
Total			100	

Minimum 50 Marks overall will be mandatory to qualify for financial evaluation.

Signature of applicant

Annexure - II

TECHNICAL BID (COVER-A)

OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement through tender no. _________dated _________. We hereby offer the premises owned by us for housing your branch / office on lease basis:

General Information:

1	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	

Technical Information (Please ✓ at the appropriate option)

a. **Building** - Load bearing ☐ Framed Structure ☐

b. **Building** – Residential ☐ Institutional ☐

Industrial ☐ Commercial ☐

c. No. of floors ____________

d Year of construction and age of the building ___________________

e. Details of Floor / Plot of the offered premises

Level of Floor	**Carpet area** (as per IS code 3861-2002)
Ground Floor	
First Floor	
Total Carpet Area	

Amenities available:

- Electricity power supply – Yes / No,
  - If yes, the available power KW ________
- Running water supply – Yes / No

- Whether approval for building obtained (Commercial use – Banking activities) Yes/No

- Whether occupation certificate has been received – Yes / No

- Whether direct access is available from the main road – Yes / No

- Whether lift facilities are available – Yes / No

- Whether exclusive parking facilities available for at least for ________ sq. ft.

- Whether covered parking. facilities available - Yes / No If yes, - covered car parking area:

- Whether Property Tax paid up to date: Yes / No If yes, latest tax receipts to be enclosed.

- Whether any encumbrance there in the property: Yes / No

Declaration

- ✓ I/ We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted. I/ We also agree to construct/ addition/ alteration i.e. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement

- ✓ We understand that the Bank is entitled to reject the bid without assigning any reason

- ✓ The rentable area (Carpet Area) is the floor area excluding the following:
  (a) Walls
  (b) Columns
  (c) Balconies
  (d) Portico / canopy
  (e) Sanitary shaft
  (f) Lift well
  (g) Space below the window sill
  (h) Box louver
  (i) A.C. duct
  (j) Stair Case

Place:
Date: Name and signature

Note: The bidder should not specify any rent details in the technical bid and if it is mentioned, the offer is liable to be rejected.

Annexure – III

PRICE BID (COVER-B)
(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement through tender no. ________dated ________ and having studied and understood all terms and conditions stipulated in the tender document and in the technical bid, I/We offer the premises owned by us for housing your branch/office at _________________ on lease basis on the terms and conditions as prescribed by the Bank through aforesaid tender document.

General Information:

1.	Name of the owner	
2	Address of Property	
3	Address of owner	
4	Telephone / Mobile No.	
5	Email address	
6	Carpet Area (sq. ft.) As per IS code 3861- 2002	

Rent details:

Level of Floor	Rent per sq. ft. per month (Rs.) **(A)**	Rent per month (Rs.) (excluding GST) **(B)**	Rent for 5 year period **(C) = (A) x (B) x 60**
Rent for initial 5 Years			
Rent from 6th year to 10th year with enhancement of 15 **%**			
Rent from 11th year to 15th year with enhancement of 15 **%**			
Total Rent			

- ✓ The service tax/GST if levied on rent paid by us shall be reimbursed by the JRG Bank, to the landlord on production of invoice.
- ✓ **"Total Rent" will be considered for financial evaluation**.

<u>Declaration</u>

- ➢ We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted.
- ➢ I / We agree to execute lease deed as per bank's standard format (Annexure – IV).

- I/ We agree to make alteration or modification and construct record / stationary/UPS / strong room / additional toilet(s)/ other civil works at my cost as per bank's specification.
- I/ We agree to carry out changes as per the bank's requirement.
- I/We understand that the Bank is entitled to reject the bid without assigning any reason

Place:
Date: Name & Signature of bidder