



INDIAN INSTITUTE OF BANKING & FINANCE  
CORPORATE OFFICE

2<sup>nd</sup> Floor, Tower 1, Commercial II,  
Kohinoor City, Kiroli Road, Kurla (W), Mumbai - 400 070  
Tel No. 022-2503 9604 / 9746 / 9907 Fax No. 022-2503 7332

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Ref: IIBF/CO/ADMIN/RFP\_EZO/2015

Date: 02/07/2015

**REQUEST FOR PROPOSAL**  
**FOR OFFICE PREMISES FOR THE EASTERN ZONAL OFFICE OF THE**  
**INSTITUTE AT KOLKATTA.**

Indian Institute of Banking & Finance (IIBF) is a premier Institute, established by banks and financial institutions in 1928, to provide banking and finance education in the country, with a Mission “to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy/counseling and continuing professional development programs”. It is registered under Section 26 of Indian Companies Act 1913 and is a company not for profit.

Indian Institute of Banking & Finance is inviting proposals for office premises at Kolkata for housing its Eastern Zonal Office. The Premises should be located in & around Dalhousie Square with a carpet area of 2500 to 3000 Sq. ft. with all other civic amenities required for the same.

Responses to this RFP should reach latest by 5.00 p.m. on 15.7.2015. Late submittals will not be considered. The proposals including Technical and Finance bids are to be submitted in sealed cover at the following address.

Zonal Head,  
Indian Institute of Banking & Finance,  
Eastern Zonal Office  
408, 'ANANDLOK', 'A' Block, 4<sup>th</sup> Floor;  
227, Acharya J.C.Bose Road,  
KOLKATA – 700020



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**Format of offer letter for premises on rent**  
**Financial Bid**

(To be put in separate sealed cover superscribed as Financial bid)

To,  
The Joint Director (HR & ADMIN)  
Indian Institute of Banking & Finance  
Corporate Office  
Mumbai - 400 070

**Ref- Your advertisement dated ..... . in / on..... (Name of Newspaper) / Institute's website. for Premises for Eastern Zonal Office**

Dear Sir,

With reference to the advertisement for the office premises for the Eastern Zonal Office of the Institute at Kolkatta I / we, offer to give you on lease the premises described below :

1.		Name of the Owner/s	
2.		Full Address of the Premises	
3.		Carpet Area (in sqft)	Ground floor - Mezzanine floor - ----- floor -
	<b>Rent Rate -</b>	Monthly rent (in Rs. per sq. ft.) (Strictly on carpet area as defined above)	Ground floor - Mezzanine floor - ----- floor -
5.	Monthly Rent	Carpet area x Rent Rate per sq. ft.	Rs.
6.	Lease Period	Should be minimum 5 years with an option of renewal of further 5+5 years period)	
6.	Periodical Enhancement	After every / 5 years (not more than 20%)	..... %
7	Cost of execution/regi stration of	Will be borne by landlord / Landlord & Institute on 50:50 basis.	

	lease deed on Institute's standard format		
8.	Municipal Tax Liabilities	a) Amount of quarterly Corporation Taxes /other taxes payable after applying rebate	
		b) Present assessment applicable since	
		c) Next assessment due on	
		d) Taxes will be borne by  Institute desires that all existing and enhanced Municipal Corporation Taxes, commercial surcharges, rates and cess will be paid by the landlords. Accordingly proposal in this line will be preferred.	
8A	Service Tax	To borne by Institute / Landlords	
9	Interest free rent advance	a) Whether interest free rent advance is required? b) If yes, how many months rent	.....months
10	Any other information not covered above		

- I/We, am/are aware that the rent mentioned above will be inclusive of all the amenities including parking spaces and other conveniences provided by the landlords.
- I/We, am/are also aware that above mentioned all parameters / demands will be quantified and will be loaded on rent rate to decide the lowest offerer.
- I/We am/are aware that the Institute is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.

Place :

**Signature**

Date :

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**(Owner/s)**  
**Name of Owners:-**  
**Address:-**  
**Mobile/telephone Nos. :-**



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**Format of offer letter for premises on rent**  
**Technical Bid**

(To be put in separate sealed cover superscribed as Technical bid)

To,

**The Joint Director (HR & ADMIN)**  
**Indian Institute of Banking & Finance**  
**Corporate Office**  
**Mumbai - 400 070**

**Ref- Your advertisement dated ..... . in / on..... (Name of Newspaper) / Institute's website. for Premises for Eastern Zonal Office**

Dear sir,

With reference to the advertisement for the office premises for the Eastern Zonal Office of the Institute at Kolkatta I / we, offer to give you on lease the premises described below :

1.	Name of the Owner/s	
2.	Constitution (Individual, HUF, Partnership Firm, Trust, Private Ltd. Co., Public Ltd. Company, Govt./Local Authority/Institution, Association of persons)	
3.	Share of each owner if any under joint Ownership	
4.	Full address of the premises offered with Pin code and land mark nearby	
5.	Carpet area of the premises (In sqft)	
6.	Leasehold/freehold (if leasehold, furnish the name of the lessor/lessee, nature of lease, duration of lease, lease rent, balance period and term).	
7.	Boundaries of the premises  North South East West	
8.	Copy of site plan and lay out plan showing internal	

	dimensions and carpet area to be enclosed	
9	Type of construction (Load bearing/R.C.C./Steel framed structure).	
10	Clear floor height from floor to ceiling.	
11	Plinth height from Ground Level	
12	Age of the building.	
13	Basic amenities provided/to be provided.	
14	Special features, if any.	
15	Are repairs and/or reconditions necessary? (If so, what are they? What is the probable cost?).	
16	Details of parking spaces available	
17	Water supply facilities available/to be provided.	
18	Sanitary facilities available/to be provided.	
19	Electric connection has been obtained/ to be obtained. Sanctioned/applied load Energy meter capacity and in whose name it is installed.	..... KVA
20	Whether space available on the roof of the building for installing instruments like V-Sat etc.	
21	Maintenance liability and its expenses	
22	Tax Liabilities Name of Authority, quarterly taxes, assessment effective since, assessment for the premises is separate or with other parts of the building	
23	Document representing title of offerer on the premises like copy of title document, tax receipt etc are to be enclosed	
24		
A	Whether plans have been approved by Municipality and if so, whether it will be possible to carry out some changes?	
B	Whether the premises is constructed as per approved plan & completion certificate has been obtained and requisite NOC if any has been obtained from the appropriate authority.	
C	Whether commercial use of the premises is permissible.	
D	Probable time for completion and handing over possession if the premise is to be constructed/under construction. .	

E	Copy of the sanction plan indicating the area offered is to be enclosed	
25	Any other information not covered above	

**Declarations:**

1. I/We, am/are aware that, the rent shall be calculated as per the carpet area which will be measured in presence of landlord/s and Institute Officials after completion of the Building in all respect as per the specification/requirement of the Institute.
2. The Institute will be entitled to use the premises without any interruption.
3. The transaction does not involve violation of HRC Act, ULC Act and Accommodation Controller Act etc. relevant in this regard.
4. The Institute will be at liberty to use all the installations/fixtures/furniture provided in the premises.
5. Installations required in the premises for functioning of Institute's business may be installed without referring the matter to me/us.
6. Roof of the building may be utilised by the Institute for installation of instrument like V-sat etc.
7. The following amenities are available in the premises or I/We am/are agreeable to provide the following amenities as per plan /drawing specifications provided by the Institute at the time of acceptance of my offer.
  - i) Required power load for the normal functioning of the Institute and the requisite electrical wiring/ points, points for telephone/ UPS/ Computers/ ACs will be provided.
  - ii) Continuous water supply will be ensured at all times by providing overhead tank and necessary taps. Wherever necessary, electric motor of required capacity will be provided.
  - iii) Space for fixing Institute's signboard will be provided.
8. All repairs including annual/ periodical painting will be done by me/us at my/our cost. In case, the repairs and or painting is/are not done by me/us as agreed now, the Institute will be at liberty to carry out such repairs white/colour washing etc. at our cost and deduct all such expenses from the rent payable to me/us.
9. I/we undertake to execute a lease deed, in the Institute's favour on Institute's standard format at an early date.
10. I/We declare that I am/we are the absolute owner of the plot/ building offered to you and having valid marketable title over the above. Documents certifying title of offerer on the premises like copies of title deed, update tax receipts, sanction plan, completion/ occupancy certificate, site plan of the premises etc are enclosed/will be provided as & when demanded.
11. The Institute is at liberty to remove at the time of vacating the premises, all electrical fittings and fixtures, partitions and other furniture put up by the Institute.
12. If my/our offer is accepted, I/we will give possession of above premises to the Institute within ..... days from date of receipt of acceptance letter from the Institute.

