



## **INDIAN INSTITUTE OF BANKING & FINANCE**

Professional Development Centre – Southern Zone

No.94, J N Road (100 feet Road),

Opp to Hotel Ambica Empire, Vadapalani,

Chennai – 600 026.

Tel. No. 044-24722990/24727961, Email: iibfsz@iibf.org.in

Indian Institute of Banking & Finance (IIBF) desires to purchase premises complete with all the necessary permissions and certifications from the concerned local authorities for use as office premises. The property should be free from encumbrances and provisions of urban land ceiling act and the owner must have a clear and marketable title on the same. Property less than 20 years old is preferable. The premises likely to be ready for occupation with guaranteed possession and permanent water / electricity connection within six months may also be considered at IIBF discretions. The details of requirement of premises and the schedule of issuance and receipt of filled in application forms etc. are tabularized for easy comprehension followed by details as under.

### **Details of requirements of office premises**

Approximate carpet area of the premises sq.ft	Preferred location
3000 to 3500 sq.ft.	Adayar, Alwarpet, Anna Nagar, Arumbakkam, Ashok Nagar, Guindy, Mandavelli, Nandanam, Nungambakkam, T Nagar & West Mambalam, Kodambakkam, Vadapalani, areas close to Mount Poonthamallee road between Kathipara junction and Porur and areas close to OMR between Perungudi and Thoraipakkam.

### **Schedule of issue and acceptance of forms etc.**

Sr.No.	Details	Dates
1	Date of issue of application forms	16.12.2017
2	Submission of written requests for any Clarifications from prospective bidders	30.12.2017
3	Pre-bid meeting for clarifications on written Queries	04.01.2018
4	Last Date of submission of Proposal up to 1.00 PM	<b>12.01.2018</b>
5	Opening of technical bids in the presence of Bidders at 2.00 PM	<b>12.01.2018</b>
6	Validity of offer	Six months

The prospective Bidders, meeting the above requirements, are requested to download the tender documents from the Institute's website [www.iibf.org.in](http://www.iibf.org.in) under "Tender". **Separate tender documents are to be submitted for each proposal.** The completed sealed tender documents (Technical bid and Price bid in separate sealed envelopes to be placed in a single cover) to be super scribed with the legend "Tender for office premises to IIBF, Chennai" along with certified true copies of documents / credentials like clear title, municipal approved layout plan, NOC, IOD, occupation / completion certificates if available etc., as mentioned

therein **should be submitted latest by 1.00 p.m. on 12.01.2018** at the address mentioned above.

The Technical Bid will be opened at Chennai on **12.01.2018 at 2.00 p.m.** at the above office of Indian Institute of Banking & Finance in the presence of tenderers, who chose to be present thereat. All tenderers are advised in their own interest to be present on that date, at the specified time. The authorized representative with the letter of authority of the tenderer will be allowed to be present. The broker/agent/realtor should have an authorisation letter duly signed by the owner of the property. No brokerage will be paid by IIBF.

Priority will be accorded to the property offered by Public Sector Banks / undertakings or Govt. Depts.

The Institute reserves the right to reject any or all the tenders without assigning any reason for the same. Canvassing in any form will disqualify the tenderer.

Zonal Head,  
Indian Institute of Banking & Finance,  
Professional Development Centre – Southern Zone,  
No.94, J N Road (100 feet Road),  
Opp to Hotel Ambica Empire, Vadapalani,  
Chennai – 600 026.

## ANNEXURE - I

### TERMS & CONDITIONS

(To be attached to Annexure-II)

### INDIAN INSTITUTE OF BANKING & FINANCE

#### PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN CHENNAI

The tender consists of two parts viz. Technical Bid and Price bid to which these terms and conditions form part. Separate Technical and Price bids are to be submitted for each proposal. These two bids for all proposals should be sealed in separate covers and placed in a single envelope super scribing with the legend “**Tender for Office premises to IIBF, Chennai**”.

1.1	The terms and conditions (Annexure –I) shall form part of the tender to be submitted by the tenderers along with Technical bid (Annexure-II).
1.2	Tender which is received on account of any reason whatsoever including postal delay etc. after the expiry of time and date i.e. 12.01.2018 up to 1.00 pm for submission of tenders shall be termed as ‘LATE’ tender and shall not be considered. Such tender shall be returned to the concerned party without opening the same.
1.3	All tenderers are requested to submit the tender documents (TECHNICAL BID and PRICE BID) in separate covers under one envelope duly filled in with all relevant documents / complete and correct information at the following address: Zonal Head, Professional Devolvment Centre – Southern Zone, Indian Institute of Banking & Finance, No.94, J N Road (100 feet Road), Opp to Hotel Ambica Empire, Vadapalani, Chennai – 600 026.
1.4	All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorised signatory of the Tenderer. Use of white ink is not permitted. Any over-writing should be initialled by the tenderer. IIBF reserves the right to reject the incomplete tenders or in case where information submitted is found incorrect.
1.5	In case the space in the tender document is found insufficient, the tenderers may attach separate sheets.
1.6	The offer should remain <b>valid at least for a period of 6 (six) months</b> to be reckoned from the date of opening the Technical Bid.
1.7	Tenderers should not deviate from the terms and conditions that have been stipulated in the tender documents. If any deviation is stipulated the tender will be summarily rejected.
1.8	The premises should be free from encroachment, litigation, encumbrance, industrial nuisance/noise, smoke etc. The title report proving ownership and clear marketability is to be enclosed.
1.9	No high tension line should pass through the Premises

1.10	The Premises should have good frontage and proper access
1.11	The Premises should have easy access of Municipal waterline and also Municipal sewerage line.
1.12	Offers received from Government Bodies / Public Sector Undertakings / State Housing Boards etc. will be considered on priority.
1.13	The <b>Technical Bid will be opened at Chennai on 12.01.2018 at 2.00 p.m.</b> in the presence of tenderers who choose to be present at the above office. All tenderers are advised in their own interest to be present on that date at the specified time.
1.14	The IIBF reserves the right to accept or reject any or all the tenders without assigning any reason for the same. In case of exigency and depending upon the suitability the Institute may as well accept more than one proposal to suit its total requirement.
1.15	Canvassing in any form will disqualify the tenderer. <b>No brokerage</b> will be paid
1.16	<b>Offers with minimum three car parking will be considered.</b>
1.17	The short-listed tenderers will be informed by the IIBF for arranging site-inspection of the offered premises.
1.18	Income Tax and other statutory clearances shall be obtained by the tenderers at their own cost as and when required. All payments to the successful tenderers shall be made by <b>E-Mode</b> only.
1.19	Preference will be given to the exclusive building / floor in the building having ample parking space in the compound of the building.
1.20	The covered area would mean the usable carpet area at any floor level and includes all internal partitions walls, internal columns, internal door jams, internal bathrooms, internal lavatories, internal kitchen and pantry. Joint measurement will be taken in the presence of officials <b>of IIBF/ Architect concern</b> and vendor/authorised representative for computing/finalizing the exact carpet area. For computation of the carpet area, the definition adopted in the tender will be covered areas excluding the outer walls, i.e. from plastered to plastered surface of the walls. Niches, flower beds, open sit outs etc. will not be taken into consideration for calculating the carpet area.”
1.21	The floor wise area viz. Ground, First, Basement if any, etc. should be mentioned separately in the Price Bid. The number of car/two wheeler parking spaces both open & covered offered should be indicated separately.
1.22	The Committee earmarked for this purchase will scrutinize & evaluate the technical bids, and may make site visit(s) as deemed necessary for such evaluation, which will be in various parameters like location, distance, amenities available, exclusivity, nearby surroundings, prone to water logging/ flood, quality of construction etc.
1.23	The space required for installations and running of the Institute's generator will also have to be provided within the compound by the tenderer at no extra cost to the Institute.
1.24	Offers of extended constructions over the existing buildings with external columns will not be considered.
1.25	Tenderer should submit the structural stability certificate from the authorized structural engineer with the technical bid in case of ready premises. Otherwise the same to be submitted on its completion.
1.26	<b>Conveyance of the property</b> will be made in the name of the IIBF immediately after finalisation of the deal.
1.27	No advance payment will be made. The <b>payment</b> will be made as full and final settlement against verification of the premises area through joint measurements, the conveyance of property in the name of the IIBF and also on peaceful possession of the property by the Institute.
1.28	A sum equivalent to <b>5 %</b> of the total value of deal shall be withheld from the final payment of the vendor and shall be paid <b>after the defects liability period of 12</b>

	<b>months, on rectification</b> and making good all the defects noticed during the defects liability period. A bank Guarantee from any public sector banks as per IBA format of equivalent amount may also be considered.
1.29	The finally selected bidder based on the evaluation of the property will have to give an irrevocable letter of undertaking to the IIBF that they will keep their commitment for sale of premises to the IIBF and will not back out for any reason whatsoever. The IIBF will also ask the qualified technical bidders to submit Rs.5 Lakhs as EMD or Bank Guarantee from any public sector bank for equivalent amount before opening of commercial bid. Non submission of EMD will disqualify the bidder/s
1.30	In case of <b>default</b> in completion of work / handing over premises to IIBF within the stipulated period / authorized extended period, <b>liquidated damages @ 0.5% per week</b> subject to a <b>maximum of 5% of the deal value</b> will be charged to the vendor by the IIBF.
1.31	The Institute may issue public notice in the leading newspapers inviting claims/objections from the public, if any, before entering into the conveyance deed / MOU for the offered premises. The Bidder should not have any objection for issuance of such public notice by the Institute.
1.32	In the location of the premises abutting road should not be less than 30 feet.
1.33	The carpet area should not be spread over more than 2 floors.
1.34	The completion of the building should not exceed six months from the date of bidding.
1.35	<b><u>Condition for dispute resolution:</u></b> Any dispute, difference or controversy of whatever nature between the Parties, howsoever, be, settled amicably by discussions as per Arbitration and Conciliation Act, 1996. Disputes not settled as above, shall be referred to and settled by Arbitration and Conciliation Act, 1996, by Sole arbitrator nominated jointly by the parties. The decision of the sole arbitrator shall be final and binding on both the parties. The Venue of arbitration shall be Chennai. In case, if the above two parties fail to settle the issue; both the parties have the option to settle the issue by court.
1.36	<b><u>NO CLAIM</u></b> IIBF will not entertain / accept any claim other than the accepted Tender/contract amount. Between the date of the award of the Contract and the Completion / handing over Date of this Contract, the Contractor shall bear the complete risk of loss, destruction or damage (including deterioration in quality) of the Works, including all Building Materials, etc. arising from any cause whatsoever may be the reason.
1.37	<b><u>Certificate</u></b> We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by IIBF.

Place:

Signature and name of the tenderer

with seal if any,

Date:

**ANNEXURE- II**

**TECHNICAL BID**

**INDIAN INSTITUTE OF BANKING & FINANCE**

**PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN CHENNAI**

**DETAILS OF OFFER – TECHNICAL BID**

1.	Reference No. NOTE: The Reference No. to be filled up by the tenderers for the particular offers and shall be quoted in the Price Bid also.	
2.	Details of Tenderer / Firm / Builder / Owner	
	a. Name	
	b. Address Phone No. & E-mail address	
	c. Name of Contact Person duly authorized and his mobile / phone no. and e-mail address	
	d. Status of tenderer / firm: (Whether Proprietary / Partnership) Pvt. Ltd., / Public Ltd., etc.,)	
3	Details of the property	
	a. Name of the owner	
	b. Name of the building	
	c. Usage of property (As approved by Competent Authority) a) Residential b) Commercial c) Residential & Commercial d) Shopping Centre e) Institutional Property	
	d. Whether the proposal is for sale of office premises in a multi-storeyed building	
	e. No. of floor levels in the building	
	f. At which floor, the premises are offered	
	g. No. of floors offered in the building :	
	h. Area of premises offered per floor	
	i. Carpet Area *	sq.ft
	j. Age / Condition of the construction / Building	
	k. Newly constructed within 2 years (Completion and Occupation Certificate with date to be enclosed)	
	l. Old construction – Mention year of completion (As given in Completion / Occupation Certificate)	
	m. Under construction – Mention stage of Construction :	
	n. Time period required to complete	

	the construction (in case of 3.m above)	
	o. <b>Date</b> on which all the premises can be <b>handed over</b> to the <b>IIBF</b> after finalisation of the deal.	Immediately or after ----- days.
	p. Specifications of the construction / materials used (May use separate annexure) Type of foundation : Floor : Internal Walls : External Walls : Doors / Windows : Kitchen : Pantry : Bathrooms : Electrical fans / fittings : Sanctioned electricity load Whether RCC framed structure or load bearing walls	
	q. Whether Structural Stability Certificate enclosed (Certificate shall be from licensed structural Engineer of CMDA)	
4	a. Copy of registered Memorandum of Understanding between builders (Tenderer) and the land owners in case the land does not belong to the builders. (Tenderer)	
	b. Solicitor's / Advocate's (for the bidder) name & address Phone / e-mail address	
	c. Detailed report of the Solicitor / Advocate for marketability of titles is to be enclosed:	
5.1	Tenure of the land	
5.2	Size of the plot	
	i. Frontage in ft	
	ii. Depth in ft	
	iii. Area of the plot	Sft
	iv. Covered area (Ground coverage)	Sft
	v. Open area	Sft
	vi. Dimensions of the plot	
	vii. In the case of complex, extend of UDS	
5.3	Source of water supply to the building	
5.4	Any establishment easements regarding Right of way/passing for mains of water/ Electricity	
5.5	Does the site or portion fall within railway/ National highway and whether underground cable traverses the site	
5.6	Site plan of the land/site to be enclosed	
6.	Details of locality	
	a. Address and locality in which the property is situated	
	b. Character Type of Locality i. Residential	

	<ul style="list-style-type: none"> <li>ii. Commercial</li> <li>iii. Shopping complex</li> <li>iv. Industrial</li> <li>v. Slum</li> <li>vi. Institutional Property</li> </ul>	
	c. Whether the locality is free from Special hazards like fire/flood etc	
	d. Whether the locality has protection from adverse influence such as <ul style="list-style-type: none"> <li>i. Encroachment</li> <li>ii. Industrial Nuisance, smoke, noise etc.</li> </ul>	
	e. Locality's proximity to the following places in kms. <ul style="list-style-type: none"> <li>i. Railway</li> <li>ii. Market place</li> <li>iii. Schools/Colleges/Universities</li> <li>iv. Hospitals</li> <li>v. Bank</li> <li>vi. Bus stand</li> <li>vii. Airport</li> <li>viii. Post Office</li> </ul>	
7.	Details of boundary and adjacent building	
7.1	Boundary of the property	
	a) North                      b) East c) South                      d) West	
8.	Amenities provided	
	a)	
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	h)	
9.	Common facilities provided	
	a) Car Parking	
	b) Scooter Parking	
	c) Power / Electricity supply	
	d) 24 hrs water / overhead tanks	
	e) Lifts and their nos.	
	f) Generator for emergency	
	g) Anti lightening devices	
	h) Fire fighting arrangements	
	i) Antiburglury device	
	j) Security arrangement	
	k) Proper Sanitary / Sewerage system	
	l) other amenities if any	
10.	Details of plans/blue prints / sanctioned plans	
	a. Whether plans of the property have been sanctioned by the Competent Authorities	
	b. If sanctioned, please enclose certified copies of	



	the complete set of approved plans, together with site plan, CMDA letter etc.	
	c. Name and Address / Phone No. of Architect / Engineer	
	d. Is there any deviation from the sanctioned plan	
	e. Can these deviations be regularised?	
	f. As build drawings of the building	
11	Provision for proper arrangement of fire safety	
	a. Are the safety measure taken?	
	b. If yes, give details of arrangement	
	c. Is No Objection Certificate obtained / Secured from the fire control authorities	
	d. If yes, produce certified copies of the same.	
12	Completion / Occupation Certificate	
	a. Whether Completion / Occupation Certificate issued by the Competent Authorities	
	b. Designation of the authorities which has issued the Completion / occupation certificates	
	c. Enclose a certified copy of the completion / occupation certificate	
13	List of annexure (Attach separate sheet if space is found insufficient)	

\* As defined in clause 1.20 of terms and conditions.

### **Certificate**

We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by IIBF.

Place:

Date:

**Signature of the Tenderer with seal**

**ANNEXURE III**  
**PRICE BID**

**INDIAN INSTITUTE OF BANKING & FINANCE**

**PURCHASE OF OFFICE PREMISES ON OUTRIGHT BASIS IN CHENNAI**

**OFFER FOR OFFICE PREMISES**

(excluding stamp duty and registration charges. Taxes will be as applicable)

Ref: No

Reference of Technical Bid i.e. Office premises having carpet area \_\_\_\_sq.ft. of Building  
named \_\_\_\_\_ at \_\_\_\_\_

Sr No.	Location	No of floors offered	Floor Nos	Carpet area of floor	Rate per Sq.ft of Carpet Area (Rs. In figures and words)	Amount (Rs. In figures and words)

Number of car parking offered:                                 covered                                 open

Price for each parking                                 :

Total cost of car parking                                 :

Note:

- i. Tenderer shall quote rate and amount excluding registration and stamp duty charges.
- ii. Price bids be placed in a sealed envelope super scribing "Price Bid" and marked as B and the same shall be placed along with technical bid cover (marked as A) in a larger envelope super scribed "Indian Institute of Banking & Finance - Offers for office premises" and marked as C. The name and address of the tenderer should be mentioned at the bottom left hand corner of the envelope.
- iii. **Measurement of carpet** area: The carpet area shall be measured as per clause 1.20 of Terms & Conditions.
- iv. **The bids will be evaluated on techno commercial basis** giving weightage to the qualitative aspects in various parameters like location, distance, amenities available, exclusivity etc. as already mentioned under tender for office premises required on outright purchase para 1.22
- v. **Certificate** – We have carefully perused the aforesaid terms and conditions and agree to abide by the same in the event of our offer is accepted by IIBF.

Place:

**Signature of the Tenderer with seal**

Date