



SECTION – I

NOTICE OF INVITATION TO TENDER

TENDER NO. AGVB/P&D/229/01/Training Centre /2023-24dated 10-04-2023

Assam Gramin Vikash Bank invites offers from bonafide owners of real estate properties located within 25 KMs radius of Guwahati for setting up Training Institute of the Bank on Short Term lease hold basis. The tenders for the proposed office space should satisfy the following conditions:

- a) Name of work/ service : Hiring of ready infrastructure for Bank's Training Institute.
- b) Earnest Money : An Earnest Money Deposit (EMD) of Rs.5000/- in the form of Demand Draft favouring Assam Gramin Vikash Bank to e submitted along with Technical bid.
(Tender without earnest money in proper form will be rejected)
- c) Issue of Tender Document : Available in Bank's website www.agvbank.co.in from 11-04-2023
- d) Time and date of Submission of tender : Upto 03.00 P.M. on 18-04-2023 (last date)
- e) Time and date of Opening of tender : At 4.00 P.M. on 19-04-2023
- f) Venue of Opening Tenders : Head Office
Assam Gramin Vikash Bank,
Adam's Plaza, Christianbasti, Guwahati - 781 005 Assam
- g) Tender to be addressed and submitted to : The General Manager
Assam Gramin Vikash Bank,
Head Office, Adam's Plaza, Christianbasti
Guwahati - 781 005, Assam
- h) Clarification, if any to be obtained from Bank : Planning & Development Department, Assam Gramin Vikash Bank, Head Office, Adams Plaza, Christianbasti, Guwahati-781005
- i) Validity of Tenders : 3 (three) calendar months from the last date of submission of Tender
- j) Delay in submission: Delay in submission of any part arising due to postal or any other irregularities at any stage will not be considered. The Bank will not be responsible for any damage in transit in case of postal delivery / delivery through courier service.
- k) Tenders which do not fulfil the prescribed conditions or are incomplete in any respect are liable to be rejected.
- l) The acceptance of tender will rest with Assam Gramin Vikash Bank which does not bind itself to accept the lowest or any tender and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.
- m) In case the date of opening of tenders is declared as a holiday, the tenders will be opened on the next working day at the same venue and time.
- n) Conditional Tenders will be summarily rejected.

General Manager
Assam Gramin Vikash Bank, Head Office



TERMS AND CONDITIONS

TWO-BID TENDER

1. The bid is to be submitted in two parts – Technical Bid and Financial Bid. The Technical and Financial Bid proforma have been placed as **Part-'A'** and **Parte-'B'** respectively to this tender document.

1.1. **Part - A (Technical bid):** This part should contain all the required details and information except for the price quote and should be furnished in accordance with the format provided in this tender document.

The following documents must be submitted as part of the Technical Bid:-

- (i) This Tender/Offer document (duly signed on each page) in token of acceptance of the Terms & Conditions mentioned herein.
- (ii) Technical Bid in Annexure-'A' (duly signed on each page)
- (iii) Other documents as detailed in the Technical Bid (duly signed on each page)

1.2. **Part - B (Financial bid):** This part should contain only the prices and should be furnished in accordance with the format provided in this tender document.

1.3. If the tenderer includes prices of any nature in Part-A (Technical bid) of the tender, such offers are liable for rejection without any notice to the tenderer. The **technical bid and price bids** should be sealed in separate and marked envelopes, before putting them in a bigger envelope. The bigger envelope should be superscribed as **"Tender for offering ready infrastructure for Bank's Training Institute, Tender No. AGVB/P&D/229/01/Training Centre /2023-24dated 10-04-2023"**

PROPERTY REQUIREMENTS

(A) Training Hall:

- a. The offered premise should have 01(one) Hall measuring minimum 250 sq.ft. to accommodate 25-30 trainees in a batch.having infrastructure like Air Conditioning, Training Chairs with writing facility/Revolving chair, Desk, white board, Dais, Projector with stand and screen, Sound system, etc.
- b. The training Hall should have facility of separate washrooms for Gents & Ladies with running water.

(B) Hostel:

1. Should have facility to accommodate 25 to 30 persons on twin/triple sharing basis.
2. All rooms should have attached Bathrooms.
3. Basic amenities like Wardrobe, Study Tables and chairs, mirror, etc shold be available in each room.
4. Must have provision of proper ventilation.
5. Adequate nos of light and Fans to be provided in each room.

(C) Miscellaneous :

- a) Property must have easy access through wider staircase/Lift facility. Properties without Lift facility, preferred floor is up to 2nd floor.
- b) Proper Power Back up facility must be available to ensure 24X 7 Electricity supply
- c) Adequate Cooking and Dinning space to be provided to cater the needs of 25-30 persons
- d) Adequate space for parking should be available to park two wheelers, cars etc.
- e) Housekeeping services to be provided

(D) Other Terms & Conditions:

1. The building offered must be vacant, free from all encumbrances/claims and legal or other disputes etc. Documentary proof w.r.t the ownership of the Building and the absence of any encumbrance, claim and legal or other disputes must be submitted along with the offer document.
2. The office premises should be well connected by public transport and should have wide approach road. It should be fit and approved for office use.



অসম গ্ৰামীণ বিকাশ বেঙ্ক
ASSAM GRAMIN VIKASH BANK

(A Joint undertaking of Govt. of India, Govt. of Assam & Punjab National Bank)

Head Office: G S Road, Christianbasti, Guwahati-781 005(Assam)

Phone No: 0361-2346953

web site : www.agvbank.co.in ; e-mail : agvbank@yahoo.co.in

3. The building should meet all other safety norms like earthquake resistance, flood etc. required under the law. The building should have adequate fire safety measures and security measures as per legal requirement. The property should be insured against all types of damages during the entire period of contract
4. The offered premises should be a single independent building which may have multiple floors. Layout plan of the building should be attached with Technical Bid.
5. The Offered premise should preferably be for exclusive use i.e. entirely for the usage of this Training Institute. The Building offered should be ready to be occupied.
6. The building should have adequate natural lighting and proper ventilation.
7. The building should be fitted with lights, fans and other electrical and civil fittings and fixtures.
8. Throughout the period of lease, maintenance (civil, electrical, mechanical, plumbing including consumables etc.) shall be responsibility of the owner and the owner shall also carry out periodical repairs also. No additional/ separate charges shall be paid for the same by the Department.
9. The responsibility of payment of all taxes such as property tax, Municipal Tax, ,etc.in connection with the property offered shall be paid by the owner /bidder.

(E) Terms And Termination of Rental Agreement

1. The period of rental agreement shall be one year with a provision of for extension of agreement on mutually agreed terms.
2. The rental agreement can be cancelled by either side by giving a notice of not less than 1 month.

(F) Bid Evaluation:

Bids will be evaluated based on the basis of criteria like location, availability of parking spaces, distances from main road, Bus stand, Railway stations, suitability of the building for Training institute, rates quoted for rental of carpet area of the space offered etc.

(G) Payment:

Payment of rent will be made on monthly basis through Bank account on submission of Bank account details. TDS will be deducted as per law.

(H) Penalty Clause:

Failure on the part of the owner will attract penalty on the rates decided by the Arbitrator.

(F) Arbitration:

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and the rules framed under and in force shall be applicable to such proceedings. The arbitration proceedings shall take place in Guwahati only.

TECHNICAL BID FOR RENTAL ACCOMODATION FOR SETTING UP OF TRAINING INSTITUTE

SL.	PARTICULARS	Document to be submitted
1	Full particulars of the legal owner of the premise: (a) Name : (b) Address : (c) Mobile No. : (d) Email_Id : (e) PAN No. :	Copies of PAN & TAN, Proof of Address
2	Status of the applicant with regard to the accommodation offered for hiring (Individual/ Partnership firm/Company/Society/any other) :	Copy of Partnership Deed/ Certificate of authorization, as the case may be
3	a) Complete address with brief description and location of the accommodation offered : b) Whether it is a commercial premises : c) Approx Radial distance from Guwahati : ,,,,,, KM d) Distance from nearest Main Road/National Highway : Pl specify	Copies of permission letter for use of commercial purpose from the competent authority of space offered.
4	Total area offered for rent (floor wise) in Sq.Ft. a) Carpet Area : b) Covered Area : c) Dimension of Staircase:	Certified sketch & Site plan
5	Particulars of completion certificate : Obtained/Not obtained	Self certified copies of completion certificate issued by the competent authority
6	Facilities for vehicle parking 1) Capacity for parking No of Cars : 2) Capacity for parking no of Two Wheelers :	

PART A

7	<p>Type of Accommodation:</p> <p>1) Whether single floor or multi storied :</p> <p>2) Whether lift is available : Yes / No</p> <p>3) Type of construction : RCC / Assam Type</p>	Photographs to be submitted
8	<p>Availability of facilities/utilities :</p> <p>a) Hostel Rooms with attached bathrooms : Nos.</p> <p>b) Availability of Classroom with separate toilets for Gents & Ladies :</p> <p>c) Air-conditioning in Class Room :</p> <p>d) Dining Hall with furniture :</p> <p>e) Power Back up facility :</p> <p>f) Availability of security and House keeping staff :</p> <p>g) Separate Office Room :</p> <p>h) Availability of Eateries/catering services locally : Available/ Not available</p> <p>i) Availability of Fire safety measures in the premise :</p>	
9	<p>a) Whether running water, both drinking and otherwise, available round the clock : Yes / No</p>	
	<p>i) Sanctioned electricity load.</p> <p>ii) Detail of power backup facility</p>	Furnish evidence
	<p>Time required to make the premise available for possession to Bank : Days</p>	Undertaking from the owner
	<p>Distance from nearest”</p> <p>a) Police station</p> <p>b) Bus stand</p> <p>c) Railway station</p> <p>d) National Highway</p> <p>e) Hospital/Health Centre</p>	Provide point wise details.
	<p>Is the premise offered is free from any liability and litigation with respect to its ownership : Yes / No</p>	A self-attested undertaking declaring the same to be submitted

PART A

	Is Clearance/No Objection Certificate from all relevant Govt Authorities/bodies for commercial use of the property? Yes / No	Supporting documents to the furnished
	Any legal cases pending before any court in respect of building/premises offered on rent	If yes, furnish detail
	Any other salient aspect of the building , which the party may like to mention.	
	Total Nos of Hostel rooms Out of which a) Twin sharing b) Triple sharing	
	Whether the Hostel rooms are provided with attached Bathroom ? :	Please mention
	Are all basic amenities like furniture, mattresses, fans, lights, Linens, curtains, etc. are available in the rooms. (Bed, wardrobe, table, chairs etc) ?	Please mention in detail
	Capacity and dimension of the Training Hall : Length : X Width : ft	Please mention in Dimensions
	Availability of Training chairs, Table, Board, Dais, Projector with screen & stand, Sound system, Desk etc.	Please mention in detail

Declaration:

- (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the bid document and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the buildings etc.as furnished against the individual items are true and correct as per my/our knowledge and belief and in the event of any of the same being found to be false. I /we shall be liable to such consequences/lawfully action as the Bank may wish to take.

Signature

Date:

PART B

FINANCIAL BID FOR RENTAL ACCOMODATION FOR SETTING UP OF TRAINING INSTITUTE BY AGVB

Full particulars of the legal owner of the premises:

- a) Name:
- b) Address(Office & Residence):
- c) Mobile No:
- d) E-mail ID:
- e) Address of the property offered:

I/we offer to you to give on lease basis, the premises described in the Technical Bid for your Bank:

Total Rent and Service Charges per month (Excluding GST)

Amount in figures : Rs.
Amount in words: Rupees

Signature

Date: