

OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF
DAMAN, DIU AND DADRA & NAGAR HAVELI LIMITED
(A GOVERNMENT UNDERTAKING)

35, Corporate Office, Somnath, DAMAN – 396210
Tel. No.: 0260-2241112, 2241120 Fax : 0260-2241108,2240930
Web site: www.oidc.nic.in

No.OIDC/DMN/CD/34/2001-02/Vol-I/525

Dated: 30.09.2009

TENDER NOTICE

OIDC invites tenders from Banks/Financial Institutions etc. for leasing out a carpet area of 1002 sq. ft. at Ground Floor and 735 Sq. ft. at mezzanine floor along with a 90 sq. ft. area for ATM facility within the Corporate Building of the OIDC at Somnath for a period of 10 years on 'As on where basis'

Blank Tenders along with the Terms & Conditions can be obtained from the office of the undersigned at Corporate Office, Somnath, Nani Daman on any working days from 07.10.09 onwards on payment of Rs. 500/- by cash only (non refundable). The duly filled Tender Forms can be submitted on or before 30.10.09 up to 15.00 hrs.

The OIDC reserves the right to reject any or all tenders without assigning any reason thereof.

Sd-
Manager (Business)

Copy to:

1. All Banks/Financial Institutions
2. Head Offices for wide publicity
3. News Papers as follows:
 - DNA
 - JANSANSAR
 - ASLI AZADI
 - SANDESH

Purchaser of the Tender Form: Cost of the Tender Form Rs. 500/-

S.No.	M.R. No.	Tender Form No.	Date	Name of the Bank
1.				
2.				
3.				
4.				
5.				
6.				
7.				



**TENDER DOCUMENTS FOR
LEASE OF PART OF
OIDC'S CORPORATE OFFICE PREMISES**



**OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF
DAMAN, DIU AND DADRA NAGAR HAVELI LTD.**

(A Government Undertaking)

Corporate Office: Plot No.35, Somnath, Nani Daman – 396 210.

Cost of Tender – Rs.500/- only



**OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF
DAMAN, DIU AND DADRA NAGAR HAVELI LTD.**

(A Government Undertaking)

Corporate Office: Plot No.35, Somnath, Nani Daman – 396 210.

TENDER DOCUMENT FOR LEASING “**PART OF OIDC’S CORPORATE OFFICE
PREMISES FOR BANK / FINANCIAL INSTITUTION**” AT Plot No.35, Somnath, Nani Daman
– 396 210.

LAST DATE FOR ISSUE OF TENDER : 30.10.2009

LAST DATE FOR RECEIPT OF TENDER : 30.10.2009

E. M. D.: Rs.20, 000/- (Rupees twenty thousand only)

TENDER FORM No. 10

This tender is issued to Shri/ M/s. _____
_____ Representative of _____
_____ Tender fees of
Rs. _____ received vide receipt No. _____ dated _____

Daman

Dated: / /2009

General Manager (Projects)
OIDC Ltd.
Daman.

To,
The General Manager (Projects),
OIDC Ltd.,
Corporate Office,
Plot No.35, Somnath,
Nani Daman – 396 210.

I, the undersigned Shri/ M/s. _____
_____ hereby enclose the offer for
_____. I agree with the terms and conditions
duly signed without addition alteration with this tender document and offer my lease rent
mentioned as under:

Sr. No.	Description	Period of Lease	Lease Rent Offered Per Annum
1.		10 years	

N.B.: Offer of lease rent should be quoted as on date only. No further increase/ decrease in
offer of rent shall be allowed.

Place:

Date : / /2009

Signature of the tenderer/ authorized signatory
alongwith the rubber stamp

**CHECKLIST OF DOCUMENTS TO BE ENCLOSED
WITH TENDER DOCUMENT**

1. Tender Document in original as issued from OI DC duly signed (All pages to be signed) by the tenderer.
2. Earnest Money Deposit (EMD) as mentioned in Sr. No.2 of Annexure A.
3. Details of Tenderer (Prescribed format given in tender document) as per Annexure B
4. Documents:
 - a) Latest Income Tax Clearance Certificate (ITCC) / income tax return acknowledgement available;
 - b) Attested copies of Memorandum/ Articles of Association
 - c) Copy of bylaws, rules & regulations.
 - d) Attested copy of registration certificate.
 - e) Copy of authority letter from the Competent Authority.
 - f) Declaration whether bank is National or Schedule or Co-operative Bank

Any other documents which may be relevant to the tender as per the general and specific conditions as laid down in this document.

GENERAL TERMS AND CONDITIONS

1. GENERAL CONDITIONS

- a) Any registered body, co-operative society or a trust etc, engaged in the business of running/ operating a Bank/ Financial Institution is eligible to apply. The Tenderer shall have to enclose documentary proof in this regard. No tender shall be valid, if given in the name of or on behalf of a proposed company or proposed trust or a proposed Co-operative Society. Only those offers will be considered who fulfil all the conditions laid down in the document.
- b) The application must be signed by the authorised signatory without whom it will be held invalid. The authorization of Board or Managing Committee must be enclosed with the tender.
- c) Change in the name of the tenderer will not be allowed under any circumstances.
- d) No change in constitution/ share holding of the successful tenderer will be done under any circumstances without the prior approval of the OI DC Ltd. in writing.

2. OFFERING OF TENDER & TENDER CONDITIONS:

Tender – Bid should be submitted in official tender form issued to the tenderer otherwise the tender will be rejected.

3. FINANCIAL TERMS & CONDITIONS:

- a) The successful tenderer shall have to furnish D. D. or F.D.R. renewable at the option of OI DC. No interest will be payable on such deposit.
- b) The tenderer has to quote the yearly lease rent payable to the OI DC.
- c) The lessee shall pay the sum of yearly lease rent to the OI DC before signing the lease agreement for the first year and one month in advance during the subsequent year of the lease period specified. In case of the failure in making the payment of lease rent one month in advance, penal interest at the rate 18% per annum or as may be prescribed from time to time will be charged for a maximum period of 3 months. In case the Lessee fails to make payment of the annual rent alongwith interest as above within 3 (three) months from the commencement of the particular year, the Lease Agreement shall be terminated and the Security Deposit will be forfeited. In such cases, the Lessee shall not have any claim on any investment made in the Leased Property.
- d) The least rent from the 2nd year of operation shall increase by 10% rent every year.
- e) The tender should contain the following basic documents:
 1. Latest Income Tax clearance certificate (ITCC) / Income tax return acknowledgement.
 2. Attested copies of Memorandum and Articles of Association
 3. Copy of bylaws, rules & regulations.
 4. Attested copy of registration certificate.
 5. Copy of authority letter.

Any other documents which may be relevant to the tender as per the conditions laid down in this document.

If a tender is not accompanied by all the documents mentioned above, the same will be rejected outright; promise of subsequent submission of any of the above documents will not be entertained under any circumstances.

4. TENDER PROCESS:

- a) The tender should be addressed to the General Manager (Projects), OI DC duly legible and shall be received by the Accepting Officer before 4.00 p.m. on the last date notified by OI DC who on receipt of the tender shall issue a receipt in token thereof to the person submitting the tender by hand RPAD and enter the name and address of the tenderer in a register before putting in a tender box. The tender submitted after 4.00 p.m. on the last date of tender shall not be accepted under any circumstances. The Tender Committee if possible, shall cause the tender to be opened in the office of General Manager (Projects) at 5.00 p.m. on the same day, in the presence of the tenderer or their representative who choose

to be present in the office at O IDC's Corporate Office, Plot No.35, Somnath, Nani Daman.

- b) On the opening day of tender the O IDC will offer by a letter accepting the tender and the party in whose favour the lease is agreed to be grant shall issue in favour of O IDC an unconditional letter of acceptance and from that day the party will be put in possession of the premises and the operative condition will operate from that day. The party shall execute an agreement within three months, failing which the O IDC will have the liberty to take possession of the lease premises as is where basis, further on such failure to execute the agreement the earnest money is liable to be forfeited without reference to the party. The annual rent is liable to be paid on the day the party enters possession. Failing which the possession will not be given to the party till the annual rent is paid in full.
- c) The Managing Director, O IDC reserves his right to reject or accept any or all the Tender(s) without assigning any reason thereof.
- d) The property is being offered on "As is where Basis is". It is presumed that the tenderer has inspected the property, plot and building and familiarized before submitting the tender.
- e) The successful tenderer shall have to furnish unconditional irrevocable Bank Guarantee or Fixed Deposit Receipt or Demand Draft within 30 days of acceptance of the Tender. The Bank Guarantee shall be in the form and content as prescribed in condition No.3 (a) of this document.
- f) On failure to furnish the Bank Guarantee/ Fixed Deposit Receipt/ Demand Draft as per the time schedule and in the format prescribed, the allotment letter automatically shall stand cancelled, without any further intimation and amount of EMD so deposited shall stand forfeited to O IDC.
- g) Any alteration/ addition, if required to be constructed by the Lessee, he shall seek prior written approval from O IDC and that will become property of O IDC on termination/ expiring of the lease period. However, no new construction or additions which may structurally affect the building shall be allowed in the premises.
- h) The leased premises and other properties shall be used by the Lessee only for the purpose for which it is being leased out. No other activity shall be carried out without the written permission from the Lessor. The leased premises and areas covered in the Lease Deed/ Agreement shall not be used for any illicit or unlawful purposes. No sub leasing of the premises is permissible.
- i) Violation of any of the conditions of the Lease Deed/ Agreement by the lessee or its/ his/ her Agents shall be liable for termination of the Lease Deed/ Agreement without any kind of compensation damages to the Lessee.
- j) The Tenderer will be liable to pay all charges (water, electricity or other charges levied by Municipality or Gram Panchayat or any other Authority from time to time) during the lease period.
- k) In the event of any question arising as to the interpretation of any condition/ words etc; it shall be referred to the Managing Director, O IDC and his decision thereon shall be final and binding to both the parties, and no claim of any kind on such interpretation will be entertained.

- l) After the end of the lease period, it shall be within the discretion of both the parties to agree upon if further extension is required.

SIGNATURE OF THE TENDERER
IN TOKEN OF ACCEPTANCE OF ALL
THE CONDITIONS MENTIONED IN THIS
DOCUMENT WHICH INCLUDES SPECIFIC
CONDITIONS AS DETAILED AT ANNEXURE-A.

A N N E X U R E - A

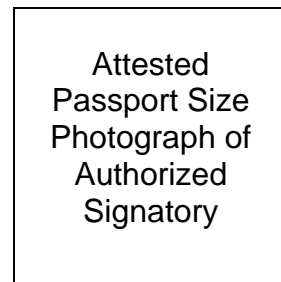
SPECIFIC TERMS AND CONDITIONS FOR OPERATING “BANK / FINANCIAL INSTITUTION”

1. The successful tenderer shall operate the premises only for the purpose of Banking/ Financial Institution.
2. The tender shall be accompanied by an E.M.D. of **Rs.20,000/-(Rupees Twenty thousand)** in form of a Fixed Deposit Receipt or Demand Draft of any Nationalized Bank drawn in favour of OI DC Ltd. and no interest shall be paid on the EMD so deposited.
3. The lease will be for a period of **TEN (10) YEARS.**
4. The maintenance of the complex including major repairing of the Bank/ Financial Institution and other structures of the property, which will be leased, shall be done by the successful tenderer at his own cost to the satisfaction of OI DC.
5. The successful tenderer will make his own arrangement for drinking water and electricity for the entire leased complex. The payment of electricity charges or any other charges of the Government, Local Self Government, Panchayat or any other charges shall be made by the successful tenderer at his own cost directly. A separate electric connection should be obtained by the successful tenderer at his own cost.
6. The successful tenderer shall obtain all necessary licences and permissions as may be necessary from the various authorities competent to issue such licences and permission at his own cost. Such licences will be subject to the rules prevailing in this UT from time to time and applicable to the Lessor also.
7. The premises is being leased on ‘**As is where is basis**’ and the successful tenderer shall have to provide the furniture, fixtures and all other equipment of good quality necessary for running the complex and maintain the same in good condition.
8. The successful tenderer will have to obtain insurance for the premises at his own cost with any Nationalized Insurance Company for a sum not less than the yearly lease rent and shall keep it so insured against damage by fire, lightning or any other cause till the expiry of the lease period. The decision of the Managing Director, OI DC shall be binding on all the parties regarding share of the Insurance claim, if any. A separate insurance for public liability shall also be obtained by the successful tenderer.
9. OI DC reserves the right to reject any or all offers without assigning any reason.
10. OI DC reserves the right to add or alter any or all clauses of the terms and conditions, if found necessary before executing the lease agreement/ deed.
11. In case of any dispute, the decision of the Chairman, OI DC shall be final and binding on all the parties.
12. The Lessee should not cause any damage to the property leased out and in any case of any damages caused to OI DC’s property leased out under the present lease deed, the same should be made good by the lessee at his/ her / their own cost.

13. The period of lease shall be for Ten (10) years from the date of executing the agreement. However, the lease can be cancelled at any time before the expiry of the period of ten years by giving 3 months notice on the either side any time.
14. The lessee shall on termination or revocation of the lease handover the possession peacefully of the said premises to OI DC in as good condition as it was on the date of taking over the premises on lease normal wear and tear being accepted.

SIGNATURE OF THE TENDERER
IN TOKEN OF ACCEPTANCE OF
THE TENDER CONDITIONS SPECIFIED HEREIN

DETAILS OF TENDERER



1. Name of the Bank : _____

2. Registered Office Address : _____

TELEPHONE NO. : _____

E – Mail : _____

4. Registration No. and Date : _____

5. Permanent Account Number
Of Income Tax Dept. (PAN) : _____

6. Name of the authorized Signatory (in Block Letter) : _____
(Enclose authorization letter/ Resolution. (Surname) (First Name)

7. Address (Correspondence) _____

TELEPHONE NO. : _____

E – Mail : _____

(Permanent) : _____

TELEPHONE NO. : _____

E – Mail _____

Fax. : _____

DATE :

PLACE :

SIGNATURE OF THE TENDERER

