

# **PUNJAB NATIONAL BANK**

## **TENDER DOCUMENT**

### **FOR**

**ACQUIRING RESIDENTIAL FLATS FOR SENIOR EXECUTIVES ON LEASE BASIS  
FOR 11 MONTHS EXTENDABLE UPTO 33 MONTHS ON SAME TERMS AND  
CONDITIONS IN VICINITY OF BANK'S HEAD OFFICE AT PLOT 4, SECTOR 10,  
DWARKA.**

#### **PART A**

#### **Technical Bid**

GSAD, Head Office  
PUNJAB NATIONAL BANK  
Plot 4, Sector-10,  
Dwarka, New Delhi

### **1. BID DETAILS**

1.	Tender Reference	NIT/PNB/FLATS/ABS/2018/1
2.	Date of commencement of Tender download	31.07.2018 from 1100 hrs
3.	Last date and time of acceptance of queries	10.08.2018 till 1700 hrs
4.	Last date and time for downloading tender	22.08.2018 up to 1200 hrs
5.	Bid preparation and Hash Submission	22.08.2018 up to 1200 hrs
6.	Close for Technical and Commercial Bid	22.08.2018 from 1201 hrs to 1300 hrs
7.	Last Date for Bid Submission and re-encryption	23.08.2018 from 1301 hrs to 1600 hrs
8.	EMD & Technical Bid opening	23.08.2018 from 1601 hrs
9.	Cost of Tender Document	Rs. 2,360/- non refundable in the form of Demand Draft in favour of Punjab National Bank payable at New Delhi (including GST @18% on Cost of tender document)
10.	Earnest Money Deposit Amount	Rs.1,00,000/- (Rs. One Lac Only) in the form of Demand Draft in favour of Punjab National Bank payable at New Delhi. EMD should be submitted along with Technical Bid.
11.	Place of opening of Bids	Punjab National Bank, 1 <sup>st</sup> Floor, GSAD, Plot No. 4, Sector - 10, Dwarka, New Delhi 110075.
12.	Contact Details	Chief Manager (Civil), Punjab National Bank, 1 <sup>st</sup> Floor, GSAD, Plot No. 4, Sector - 10, Dwarka, New Delhi 110075. Tel No. 28044401

Bank will be following the e-procurement process. The complete details of the requirements for participation in the e-procurement process of the Bank are available in the website <https://pnbindia.biz> which may be referred for details & clarification. It is mandatory for the bidder to get itself registered on Bank's website for submission of online bids.

Note: - Technical bids will be opened in the presence of bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be published on Bank's website ([www.pnbindia.in](http://www.pnbindia.in) & <https://pnbindia.biz> ) wherever feasible. Further, please note that commercial bid opening date and time will be intimated to the technically qualified bidders at a later date.

## 2. NOTICE INVITING TENDER

1. Punjab National Bank invites online tenders from Builders/Contractor/flat owners for “acquiring residential flats for senior executives on lease basis for 11 months extendable upto 33 months on same terms and conditions in vicinity of Bank’s Head Office at plot 4, sector 10, Dwarka as per following details against Payment of Rs. 2360/- (non refundable towards cost of tender and i/c GST @18%), in two envelope system containing (1) Technical Bid (2) Commercial bid.

<u>Residential flat</u>	<u>No. of Flats</u>	<u>Carpet Area</u>	<u>Locality preference</u>
3 Bedroom	22	1000-1200 sqft	Dwarka
3 Bedroom	3	1200-1400 sqft	Dwarka

2. Tender purchase fee of Rs. 2360/- shall be submitted inform of demand draft in a separate envelope with EMD. Commercial bid shall be submitted online.
3. The Bidders intending to participate in this tender are required to get enrolled on the Bank’s website i.e. [www.pnbindia.biz](http://www.pnbindia.biz). Enrolment on the above mentioned website is mandatory.
4. As the bids of the Bidders have to be digitally signed by the Electronic/Digital Signature of the respective Bidder before submitting the bids online, the bidders are advised to obtain Electronic/Digital Signature Certificates in order to bid for the tender.
5. The Tender Documents containing detailed terms & conditions can be downloaded online directly from the portal [www.pnbindia.biz](http://www.pnbindia.biz) (or pnbindia.in) as per tender schedule attached and shall be submitted online.
6. All the bidders are required to submit Demand Draft in favour of Punjab National Bank, Delhi of Rs. 2360/- towards the cost of tender document by 23.08.2018 till 1600 hrs.
7. Bidders may submit their queries regarding any technical clarification before 10.08.2018 up to 1700 Hrs. No queries shall be entertained after last date fixed for acceptance of queries.
8. Based on the clarification of conditions by the Bank, the intending bidder will submit their unconditional acceptance on the prescribed format along with tender document.
9. Price bid of only those bidders shall be opened who bring their tender in line with requirements of tender documents and are acceptable to the Bank and the bidder who do not submit the EMD in the form of Bank draft, their tenders will be summarily rejected.
10. First E.M.D. Envelope will be opened, and if the hard copy of the same is received on time i.e. up to 1600 Hrs on 23.08.2018 only then technical bid will be opened online. Hard copy i.e. the Demand Draft in favour of Punjab National Bank, Delhi for an amount of Rs. 1,00,000/- towards EMD is to be submitted physically by the bidder in the office of the Chief Manager (Civil), GSAD, PNB Head Office, Plot 4, Sector 10, Dwarka, New Delhi 110075 on or before 1600 Hrs on 23.08.2018.
11. The price bid of only those bidders tender documents will be opened online who submit the tender fee, EMD and duly signed technical bid by 23.08.2018 till 1600 hrs in the

presence of participated or representatives of participated bidders who choose to attend as per the schedule attached.

12. The Tenders shall be valid for a period of not less than 90 days after the date of opening of price bid/commercial bid online.

13. All disputes arising out of or in connection with this agreement shall deem to have arisen in Delhi and only the courts of Delhi shall have the jurisdiction to determine the same.

- Last date for downloading the tender document (as per tender schedule).
- Last date for Bid Preparation and Hash Submission (as per tender schedule).
- Last date for submission of bids on line and re-encryption (as per tender schedule).

Please note that bid preparation and hash submission and bid submission are compulsory activities, failing which bidder will not be able to submit the bids online.

14. For any further information/Queries please contact Chief Manager (Civil), GSAD, PNB Head Office, Plot 4, Sector 10, Dwarka, New Delhi 110075 Ph: 011-28044401 . Email: [abhisheksaxena@pnb.co.in](mailto:abhisheksaxena@pnb.co.in) ; [lalitkumar@pnb.co.in](mailto:lalitkumar@pnb.co.in) .

15. The Bank reserves the right to accept/reject any or all the offers submitted in response to this advertisement without assigning any reason whatsoever.

16. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

17. Please note that, on tendering procedure through the electronic tendering system refer to the Instructions for Using the Electronic Tendering System document available along with the tender documents on <https://www.pnbindia.biz>.

**CHIEF MANAGER-CIVIL**

### **3. ASSESSMENT OF PRE-QUALIFICATION OF OFFERS**

#### **STAGE I**

1. Flats must be located within 5-6 Kms from Bank's Head office located at Plot 4, sector 10, Dwarka and easily approachable.
2. Proposals/offers received for 5 or more flats in a society/complex shall only be considered.
3. Information required be filling completely and signing in the format enclosed at Annexure 'A'.
4. The short listed Bidders shall be informed by the Bank for arranging site inspection of the offered premises at their own cost.
5. The Bidder must have clear and marketable title to the property/flats offered for lease.

#### **STAGE II**

6. After completion of Stage I, site visits shall be conducted by the designated committee and the offers shall be assessed on the basis of selection matrix and technical evaluation of the proposal.

#### **STAGE III**

7. Following exercise shall be done of short listed Bidders after stage II.
  - a. Rent assessment report shall be obtained from approved valuer.
  - b. Title Clearance certificate from bank's empanelled advocate.
  - c. Enquiry of prevailing rates of nearby vicinity from Office of Registrar of Assurances or verifying from the Ready Reckoner

#### **STAGE IV**

8. Opening of price Bid of shortlisted Bidders after Stage III.
9. Preference will be given to bulk leased from single highest no. of flats offerer and balance quantity shall be leased from other Bidders who have offered 2nd highest no. of flats by following the same methodology for lease of total quantity of flats.

#### **4. GENERAL TERMS AND CONDITIONS**

1. The carpet area for this purpose would mean the usable carpet area at any floor level and includes all internal partitions, walls, columns, door jams, balconies, bathrooms, lavatories, kitchen and pantry. The measurement of carpet area shall be done as per latest IS code. The buildings should have all modern facilities, sufficient parking space and the Bank should have right to use all common facilities including roof top along with all co-occupants.
2. Separate tender forms are to be submitted for each locality/proposals.
3. **AGREEMENT:** The successful Contractor may be required to sign lease agreement as may be drawn up to suit local conditions and shall pay for all stamps and legal expenses, incidental thereto. Format of agreement shall be provided by Bank.
4. **SELECTION MATRIX:** As regards selection of flats, Bank may go for flats located within 05-06 kms from Banks Head office located at Plot No 4, Sector 10, Dwarka. Bank shall obtain rent assessment reports from Bank's empanelled valuers and title clearance certificate from empanelled advocate prior to opening of Price Bids.
  - 4.1 The location/sites would be selected keeping in view the locational advantage, quality of workmanship, layout, quality of fittings/amenities, surrounding environment, accessibility, transportation facilities, reputation/credibility of builder, design, efficiency etc. Identification of successful bidder/s shall be assessed location-wise by observing reasonability of rates through ready-reckoner and valuation reports. Selection will be done based on the location and requirement of flats as per following specifications, viz:

“RCC framed structure with vitrified / Marble flooring, aluminium / wooden / UPVC framed windows, granite top kitchen platform with stainless steel sink, toilets/bathrooms finished with good quality sanitary fittings and tiles, Towel rods etc., concealed electrical copper wiring, Energy saving light fixtures and fans in all the rooms, wardrobes (at least in Bedrooms) with proper locking arrangement. Covered / open car parking is a must for each and every flat. The complex having other facilities such as lawn, gymnasium, health club, intercom at each flat, security arrangements, etc will be preferred.
  - 4.2 Priority/Preference will be given to:
    - a) Property offered by PSU/Banks/Govt. Departments
    - b) Ready built flats where possession is immediate
  - 4.3 All payments relating to Regularisation and any other statutory payment/dues and permission charges shall be taken care by the intended bidders only. No claim on this account shall be entertained by the Bank.
5. Any dispute arising in this regard shall be subject to jurisdiction of Courts in Delhi only.
6. The short listed Bidders will be informed by the Bank for arranging site inspection of the offered premises.
7. The offer should remain valid at least for a period of 6 months to be reckoned from the last date of submission of offers.
8. Offers of extended constructions over the existing building with external columns will not be considered.

9. The finally selected bidders will have to give an irrevocable letter of undertaking that he will keep his commitment for lease of flats to the Bank and will not back out for any reason whatsoever. If the Bidder backs out at any stage of the process, EMD shall be forfeited.
10. Measurement of Carpet area: As per IS 3861: 2002
11. The quoted prices must include maintenance charges, water charges or any other charges, if any. Nothing extra shall be paid by Bank.
12. Electricity Bill of every flats shall be paid by occupants/Bank
13. TDS shall be deducted By Bank as per rules and certificate in this regard shall be issued by the Bank. Any variation in taxes and duties and/or imposing any new taxes and duties during currency of contract or extended period shall be borne by the bidder. No claim whatsoever on this account shall be entertained.
14. Lease Period: 11 months extendable upto 33 months on same terms and conditions.

## **5. INSTRUCTIONS TO BIDDERS**

### **1. BIDDING PROCESS (TWO STAGES)**

For the purpose of the present job, a two-envelope bidding process will be followed. The response to the present tender will be submitted in two parts:

- Technical bid
- Commercial bid

The bidders will have to submit the technical bid in Banks e-procurement system as well as in hard copy and commercial bids in only online form through Bank's e-procurement system.

#### **1.1 TECHNICAL BID**

TECHNICAL BID will also contain the Compliance statement as per the Terms & Conditions mentioned in the Tender Documents, and NOT contain any pricing or commercial information at all. Technical bid documents with any commercial information will be rejected.

In the first stage, only TECHNICAL BIDs will be opened and evaluated. Only those bidders confirming compliance to all the terms & conditions of Tender document shall be short-listed for commercial stage.

#### **1.2 COMMERCIAL BID**

In the second stage, the COMMERCIAL BID of only those bidders, whose technical bids are short listed, will be opened.

### **2. SUBMISSION OF BIDS**

2.1 Bidders are required to strictly submit their bids in electronic form using the e-procurement system at <https://pnbindia.biz> the Bank by using their digital certificates of class II and above (both encryption and signing). All the interested bidders should register themselves in the e procurement system <https://pnbindia.biz> for submitting the bids online, if they have not done earlier. The Tender document and further corrigendum, if any can also be downloaded from Bank's website [www.pnbindia.in](http://www.pnbindia.in). Bids received after closing of the bid in the e-procurement system are summarily rejected without any reason. The commercial bid should be submitted online only.

2.2 It is to be noted that part A i.e technical bid should be submitted manually in a sealed envelope shall be super scribed as "Technical bid for ACQUIRING RESIDENTIAL FLATS for senior executives on Lease Basis for 11 months extendable upto 33 months on same terms and conditions in Vicinity of Bank's Head Office at Plot 4, Sector 10, Dwarka" before the final date & time of bid submission at the following address.

2.3 Cost of Tender Document of Rs.2360/- along with EMD of Rs. 1,00,000/- shall be submitted in a sealed envelope shall be super scribed as Tender fee and EMD for ACQUIRING RESIDENTIAL FLATS for senior executives on Lease Basis for 11 months extendable upto 33 months on same terms and conditions in Vicinity of Bank's Head Office at Plot 4, Sector 10, Dwarka" before the final date & time of bid submission at the following address.

**Chief Manager - Civil  
General Services Administration Division  
Punjab National Bank,**



2.4 At the time of physical submission of bid, bidder has to show acknowledgement e-mail received after completion of the bid submission in proof of having submitted the bid online.

### **3. CONTENT OF DOCUMENTS TO BE SUBMITTED**

- i. Documents required in Technical Bid Envelope (Sealed Cover):
- ii. Acceptance of Compliance Statement
- iii. Duly signed Tender document and corrigendum, if any
- iv. Bid Earnest Money/Tender Document cost.
- v. Power of attorney in favour of authorized person signing the Bid documents.
- vi. Title document/s to the property proposed to be leased.

**Note:** a. All pages of the bid documents must be signed by authorized person.

b. All pages of the bid documents should be numbered in serial order i.e. 1, 2, 3...

c. Commercial bid to be submitted in e-procurement process only. No hardcopy of the same be enclosed with the supporting documents.

### **4. PRELIMINARY EXAMINATION**

4.1 Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.

4.2 The bid determined as not in order as per terms and conditions mentioned in the tender document will be rejected by the Bank. The decision of the Bank is final towards evaluation of the bid documents.

### **5. EVALUATION AND AWARD CRITERIA**

5.1 After opening of the technical bids, all the documents and annexure (except commercial documents/offer) will be evaluated first by the Bank.

5.2 Only those bidders satisfying the technical requirements and accepting the terms and conditions of this document shall be short-listed for further steps.

5.3 PNB will determine to their satisfaction whether the bidder selected as having submitted the best evaluated responsive bid is qualified to satisfactorily perform the contract. The decision of PNB will be final in this regard.

5.4 The award of contract will be based on evaluation of technical and commercial bids.

## **6. COMPLIANCE STATEMENT**

### **DECLARATION:**

Please note that any deviations mentioned elsewhere in the bid will not be considered and evaluated by the Bank. Bank reserve the right to reject the bid, if bid not submitted in proper format as per Tender Document.

Compliance	Description	Compliance (Yes/No)
Terms and Conditions	We hereby undertake and agree to abide by all the terms and conditions including all annexure, corrigendum(s) etc. stipulated by the Bank in this Tender Document. (Any deviation may result in disqualification of bids).	

Signature:

Seal of company

## READY POSSESSION FLATS

1	Whether Bidder/ Firm/ Builder/Owner/Broker	
2	Name	
3	Address, Contact no. and e-mail address	
4	Name of contact person	
5	Status of Bidder/firm (whether proprietary/partnership/Pvt. Ltd./Public Ltd etc)	
6	Copy of registered memorandum of understanding between builders and the land owners in case the land does not belong to the builders.	
7	Marketability of title of the Bidder	
8	Solicitor's / Advocate's name & address Phone/ FAX no.	
9	Detailed report of the solicitor/ Advocate for marketability of titles is to be enclosed	
10	Details of the property	
11	Name of the owner	
12	Usage of property as approved by competent authority (residential/commercial/mixed shopping centre)	
13	Whether the proposal is for lease of Residential flats in a multistoried building	
14	No. of floors levels in the building	
15	At which floor the premises are offered and no. of residential flats offered in the building	
16	Carpet area of premises offered per flat (excluding covered or open car parking space)	
17	Age/Condition of the construction /Building	
18	Newly constructed within 2 years (Completion and occupation certificate with date to be enclosed)	
19	Old construction-Mention year of completion : (As given in completion/occupation certificate)	
20	Specifications of the construction/materials used: floor, internal walls, external walls, doors/windows, kitchen, bathrooms, electrical fans/fittings, sanctioned electricity load per flat, whether RCC frames structure or load bearing walls, no of balconies, no of bedrooms (may use separate Annexure)	
21	Whether structural stability certificate enclosed: (Certificate shall be from licensed structural engineer of municipal corporation)	
22	Details of land/site	
23	Tenure of the land (free fold or lease hold), if lease hold give residual period of lease and name of the title holders, annual lease rent and amount (if applicable)	
24	Area of the plot along with size, frontage and open area	
25	Whether level/undulated/slopping/low lying or raised	
26	Source of water supply to the building	
27	Any establishment easements regarding Right of	

	way/passing for mains of Water/ Electricity.	
28	Does the site or portion fall within railway/ National Highway and whether overhead cable traverse the site	
29	Site plan of the land/site to be enclosed	
30	Details of locality : Address and locality in which the property is situated	
31	Character / Type of locality (Residential /Commercial)	
32	Whether the locality is free from special hazards like fire, flood, etc.	
33	Whether the locality has protection from adverse influence such as Encroachments, Industrial nuisance, smoke, dust, noise, etc	
34	Locality's proximity to the following places in kms A Railway station B Market place C Schools/ colleges/ university D Hospital E Bank F Bus stand G Airport/Aerodrome	
35	Details of boundary and adjacent building	
36	Boundary of the property A North B East C South D West	
37	Amenities provided i Number of fans ii Number of Geysers iii Wardrobes iv Exhaust fans v Wash basins and mirrors vi Shower in the bathroom/ bathtubs vii Any other facility like telephone Dist antenna/ intercom/ internet viii Details of internal finishing (enclose list)	
38	Common facilities provided i Car parking space ii Scooter parking space iii Powers/ electricity iv 24 hours water/ overhead tank v Lifts and their numbers vi Generator for emergency vii Lightning arrester device viii Firefighting arrangements Ix Anti-burglary device X Security arrangements Xi Proper sanitary/ sewerage system	
39	Details of plans/ blue prints/ sanctioned plan. Whether the plan of the property is sanctioned by Competent authority. If sanctioned, please enclose a copy of approved plan. Name and address/Phone No. of Architect / Engineer	

40	Are the safety measures taken for proper arrangement of Fire safety. If yes, give details of arrangements. Is NO OBJECTION CERTIFICATE obtained/ secured from the fire control authorities? If yes, produce copies of proofs/ certificates	
41	Whether completion/ occupation certificate is issued by the competent authority. Designation of the authority which has Issued the completion/occupation certificate. Enclose certified copy of the completion/ Occupation certificate	
42	List of Annexures	

**I/We certify that I/we have carefully read/perused the aforesaid terms and conditions and agree to abide by the same in the event of the offer is accepted by the Bank.**

**SIGNATURE OF BIDDER /WITH SEAL**

**Place:**

**Date:**

**MARKS FOR EVALUATION**

<b>S NO</b>	<b>Description</b>	<b>Marks assigned</b>	<b>Marks obtained (for office use only)</b>
1	Location: Distance from Head Office at Dwarka Sector 10.	<b>20</b>	
2	Transport facility (distance from nearest metro station)	<b>10</b>	
3	Maximum number of flats in one building	<b>10</b>	
4	Car Parking	<b>05</b>	
5	Energy efficient Electrical fittings (Fans/Exhaust Fans/Tube lights etc)	<b>10</b>	
6	DG set facility	<b>05</b>	
7	Provision of lift in the building	<b>05</b>	
8	Age of the building < 6 months (10 marks) 6 months – 5 years (8 marks) >5 years but less than 10 years (5 marks)	<b>10</b>	
9	Amenities a. Geyser in all Bedrooms b. Corporation Gas Connection c. Round the clock Security. d. Intercom	<b>05</b> <b>05</b> <b>05</b> <b>05</b>	
10	Additional facilities other than the specifications mentioned like gymnasium, library, snookers, etc	<b>05</b>	

**Minimum qualifying marks – 70 in addition to secure 50% marks in each parameter.**