# REQUIREMENT OF PREMISES FOR
# NEW BRANCH KHEJRA KALAN, AT BLOCK & DIST – ASHOKNAGAR LOCATION

**Offers in two separate sealed covers containing technical details and financial details respectively are invited from interested parties**, who are ready to lease out their premises (readily available or will be available within one months from the date of opening financial bid) located **at center KHEJRA KALAN for premises of new Branch Khejra Kalan on lease basis (minimum 10 years)**. The carpet area of premises should be 1000 sq. ft. **There should be parking space for at least 02 four-wheelers and 10 two-wheelers.**

The cover containing technical details should be marked **Envelope No.1** and super scribed with **'TECHNICAL BID'** and the cover containing financial details should be marked **Envelope No.2** and super scribed with **'FINANCIAL BID'**. Both these covers duly sealed should be put in a **3rd cover** super scribed with, **'Offer of Premises for MPGB Branch KHEJRA KALAN "** and it should also bear the name and address/Phone No. of the offeror. **The 3rd cover duly sealed should be addressed to the Regional Manager, Madhya Pradesh Gramin Bank, Regional office, In Front of Head post Office jail road dist-Tikamgarh at the above address and submitted as detailed hereunder.**

**The offer as above should be submitted in Bank's prescribed format only**, which may be obtained from MPGB Regional Office, Corporate Services Department (Contact person-Mr. Deependra Dwivedi Mob 9993176687) at the above address or **MPGB, Branch Ashoknagar** between 10.00 a.m. to 4:00 p.m. (on working days) and also can be downloaded from Bank's web site www.mpgb.co.in up to 4.00 P.M. on 25/11/2026 (Last date of Tender).

The sealed offers necessarily should be dropped in Tender Box in Regional Office up to 4.00 P.M. on 25/11/2026 (Last date of Tender). The Tenders (Technical Bids) will be opened on 5.00 PM at 26/11/2026 Regional Office, Corporate Services Department in at presence of the tenderers who desire to be present. Premises will be finalized based on Techno- Commercial evaluation. Technical Parameters will be given weightage of 70% and Financial Offers will be given weightage of 30%. The price bids of only those bidders who qualify technically by obtaining a minimum qualifying mark of 50% in their technical evaluation, will be opened on a date to be decided with prior intimation to the technically qualified bidders. Most suitable offer i.e. the premises getting highest score (H-1) based on Techno-Commercial evaluation will be selected for finalization.

**The Bank reserves the right to accept /reject any / all offers without assigning any reason whatsoever. No Brokerage will be paid by the Bank. No broker should apply. THOSE OWNERS WHO DON'T HAVE OCCUPANCY CERTIFICATE OF THE OFFERED PREMISES NEED NOT APPLY.**

Regional Manager
Region- Tikamgarh

**Terms & Condition:**

I. Offered premises should be located on a main road and should have unrestricted visibility from main road and nearby shops/offices.

II. Parking facility should be available in the premises or near the premises.

III. Clear Floor to ceiling height of the offered premises should be not less than 9 feet.

IV. Lease period should be minimum 10 years.

V. Increase in rent after 5 years will be 15%.

VI. Only owner should apply in the tender, property shall be in his/her name.

VII. Apply only in Bank's format. If bid submitted in another format, it will not be considered and rejected.

VIII. All pages should be signed by the bidder .

IX. Conditional offer shall be rejected.

X. Offer by Post shall not be considered.

XI. The offered premises should have clear and marketable title free from encumbrance and permission to use for commercial purpose.

XII. **Definition of Carpet Area: The carpet area would mean the usable carpet area based on net finished wall to wall measurements excluding internal Columns.**

XIII. Lease deed shall be executed in Bank's standard format as per Annexure-1.

XIV. Cost of execution and registration of lease deed will be borne equally by the land lord and Bank (50:50).

XV. Property tax, Society Charges, Maintenance charges, water charges etc. shall be paid by the landlord only. GST will be paid by the Bank.

XVI. Electricity Bill will be paid by the Bank.

XVII. Copy of title deeds and Map layout of premises to be enclosed.

XVIII. Land lord to construct strong room/ SDV for lockers, toilet (ladies/Gents), Pantry, vitrified floor tiles, internal/external paintings/ any other civil work as per requirement of Bank within stipulated period at their own cost. Carpet area of strong room to be constructed will be approx. 100 sqft as per specification attached in Annexure- 2.

XIX. Owner to provide sufficient space on the roof/terrace of the building for installation of V-Sat/ Radio Frequency tower etc. as per requirement of Bank at their Cost.

XX. Owner to provide suitable space for installation of Generator set at his/her their cost if so required.

XXI. Owner to arrange 3 phase electric connection with required power load at their own cost.

XXII. All the information asked for should be, in the enclosed form itself.

XXIII. Do not quote rate anywhere in part I of the form.

XXIV. Should have regular water connection/supply and dedicated water storage facility.

XXV. Carpet Area of the premises should be 1000 sqft.

XXVI. The premises should preferably be on Ground Floor.

XXVII. The rate quoted for the ground floor, will be the basis of comparison for deciding successful bidder.

XXVIII. If the premises are spread on two floors (ground and 1" /mezzanine), rate quoted for 1st floor /mezzanine will be considered maximum 75% of the rate quoted for the ground floor or the actual quote for the first floor/mezzanine whichever is less, for payment of rent.

XXIX. While submitting tender, the bidder has to deposit Earnest Money Deposit (Refundable) of Rs. 2,000/- by means of Demand Draft /Pay Order favoring "Madhya Pradesh Gramin Bank" along with Technical Bid failing which tender will not be processed further. Bank may forfeit the said Earnest Money Deposit, if the bidder withdraws from the bid at any stage before or after selection as lowest/successful bidder. EMD of unsuccessful bidders will be refunded without any interest after the premises is finalized. EMD of the successful bidder will be refunded after execution of the Lease Deed / Leave & License Agreement.

XXX. Only the owner of the offered premises or person duly authorized by a valid letter of authority by the owner will be allowed to accompany the inspection team or for any discussion.

XXXI. Ramp should be made available at the entrance to access the Branch.

## Methodology for selection of Premises:

Premises shall be finalized based on Techno-Commercial evaluation. Technical Parameters will be given weightage of 70% and Financial Offers will be given weightage of 30%. Most suitable offer i.e. the premises getting highest score (H-1) based on Techno-Commercial evaluation shall be selected for finalization.

The price bids of only those bidders who qualify technically by obtaining a minimum qualifying mark of 50% in their technical evaluation, will be opened.

Price bid of the bidder with the lowest rental rate will be given a financial score of 100 and other bids will be given financial score that are inversely proportional to their quoted rental rates. Similarly, technical bid of the bidder having obtained highest marks will be given technical score of 100 and other bids will be given technical score inversely proportional to the marks obtained by them.

The total score, both technical and financial, shall be obtained by weighing the technical and financial scores and adding them up. On the basis of the combined weightage score for technical parameters in the Technical bid and rental rate quoted in Price Bid shall be ranked in terms of the total score obtained. The bidder obtaining the highest total combined score in evaluation will be ranked as H-1 followed by the bidders securing lesser score as H-2, H-3 etc. The bidder securing the highest combined score and ranked as H-1 will be selected.



Following Technical Parameters will be considered for selecting premises:

| Sl. | Technical Parameter | | Maximum Score |
|---|---|---|---|
| 1. | Distance from the desired location (as per NIT) | | 20 |
| | I.) Up to 0.50 KM | 20 Marks | |
| | II.) More than 0.50 KM and Up to 1.0 KM | 10 Marks | |
| | III.) More than 1.0 KM and Up to 2.0 KM | 05 Marks | |
| 2. | Available Frontage/visibility of the premises | | 15 |
| | More than 30 feet | 15 Marks | |
| | Above 20 feet and up to 30 feet | 10 Marks | |
| | Above 15 feet and up to 20 feet | 05 Marks | |
| 3 | Availability of space for prominent display of Name Board | | 05 |
| | I.) Available | 05 Marks | |
| | II.) Not available | 00 Marks | |
| 4 | Nearby Surroundings and Approach Road | | 10 |
| | I.) Commercial Market Place with wide Approach road: | 10 Marks | |
| | II.) Mixed (Commercial/residential) with wide approach road: | 07 Marks | |
| | III.) Commercial Market Place with narrow approach road: | 05 Marks | |
| | IV.) Mixed (commercial/residential) with narrow approach road: | 03 Marks | |
| 5 | Location of premises floor wise | | 15 |
| | I.) Ground floor | 15 Marks | |
| | II.) Mixed (Ground and 1st Floor/ mezzanine floor) | 10 Marks | |
| | III.) First/ Mezzanine Floor | 05 Marks | |
| 6 | Quality of Construction: Ventilation, Ambience, suitability (to be judged by Bank's internal committee) | | 15 |
| | I.) Excellent | 15 Marks | |
| | II.) Good | 10 Marks | |
| | III.) Satisfactory | 05 Marks | |
| 7 | Parking: | | 10 |
| | i) Availability of parking as specified: | 10 Marks | |
| | ii) Parking available less than as specified: | 05 Marks | |
| | iii)Parking not available : | 00 Marks | |



| SL | Technical Parameter | | Max Score |
|---|---|---|---|
| 8 | Floor to Ceiling height of the premises | | 10 |
| | i) Ceiling height more than 10.0 Feet | 10 marks | |
| | ii)Ceiling height more than 8.0 feet and less than 10 feet | 05 Marks | |

An example to select Premises on Techno-Commercial evaluation is as under:

Total scores= T(w) x T (s) + F(w) xF(s).

T(w) stands for weightage for Technical score i.e. 0.7.

T(s) stands for Technical score evaluated as mentioned above.

F(w) stands for weightage for Financial score i.e. 0.3.

F(s) stands for Financial score evaluated as mentioned above.

Suppose, there are three bidders (A, B & C) qualified based on the marks received /technical parameters and the marks received by them and rental rate quoted by them are as under;

| Bidder | Marks obtained in Technical bid | Rental Rate quoted Rs.Per Sqft carpet area |
|---|---|---|
| A | 80% | 150 |
| B | 70% | 135 |
| C | 75% | 140 |

For the purpose of evaluation, the three bidders will be given scores as under:

| Bidder | Technical score | Financial score |
|---|---|---|
| A | 100 | 90 |
| B | 87.5 | 100 |
| C | 93.75 | 96.42 |

Total Score of the bidder will be as under:

A=0.7 X 100+ 0.3 X 90-97 (H1)

B=0.7 X 87.5+0.3 X 10091.25 (H3)

C=0.7 X 93.75 +0.3 X 96.4294.55 (H2)

Bidder 'A' (H1) is the successful bidder and Bank will consider taking the premises from tham.

## Basis information of the premises :

The details of premises, which we offer to lease out to the Bank are as under:

1) Name of owner/s:-
2) Share of each owner it any under joint ownership
3) Location
a. Name of the building-
b. Number and street:
c. Ward/Area;-
4) Building:
    a. Type of building (Residential/Commercial/Industrial/Mixed):
    b. Type of construction (Load bearing/RCC/framed structure):-
    c. Clear floor height from floor to ceiling
    d. Rentable Carpet area offered to Bank:
        i. At ground floor:
        ii. At first floor: -
        Total area.

e. Specification of construction:
    1) Floor
    2) Roof
    3) Walls
    4) Doors and windows
    5) Are M.S. grills provided to windows? Yes/No

f. Running water facility available. Yes/No

E. Sanitary facilities available Yes/No

h. Electrical supply with separate meter available Yes/No

i. Parking facility: Yes/No

j. Separate toilet for ladies Yes/No

k. Occupancy Certificate of the building/premises. Yes/No

I/We agree to the terms and conditions mentioned here-in- before and to execute Lease Deed in Bank's standard format.

My/our offer will be valid for next six months from the date of offer.

Place: Signature of the offeror

Date:

Name:

Encis: Title Deed and plan of premises.

*Strike out whichever is not applicable

Address:

PART-2

(FINANCIAL BID)

Date

REQUIREMENT OF PREMISES FOR BRANCH **KHEJRA KALAN**

The Regional Manager
Madhya Pradesh Gramin Bank
.....Region

Dear Sir,

I/we offer to lease our premises located at.....
(Other details of which are given in part 1) at following rate:

| | Carpet Area in Sq. Ft. | Rate (Rs. Per Sqft) | Total rent p.m.in Rs. |
|---|---|---|---|
| Ground floor | | | |
| First floor | | | |
| Any other floor | | | |
| TOTAL | | | |

I/We agree to all the terms and conditions mentioned in the Part-1 (Technical Bid).
GST as applicable will be paid extra
My/our offer will be valid for next six months from the date of offer.

Place:

Date:

Signature of the offeror

Name:

Address: