TENDER DOCUMENT

FOR

ACQUISITION OF PREMISES

AT

MAHIM, MUMBAI

UNDER TWO BID SYSTEM

Issued by:

Jammu & Kashmir Bank

Estates & General Department,

Zonal Office Mumbai.

TENDER DOCUMENT INVITING OFFERS UNDER TWO-BID SYSTEM FOR HIRING PREMISES TO THE BANK AT *(Mahim, Mumbai)*

This Tender Document consists of the following:

1) Notice Inviting Offers.
2) Important Parameters.
3) General Instructions.
4) Terms & Conditions.
5) Carpet Area Definition.
6) Technical Bid.
7) Financial Bid/Price Bid.

All the above mentioned documents are to be submitted to the Bank duly signed by the Bidder/Offeror on all pages.

NOTICE INVITING OFFERS

The Jammu & Kashmir Bank Ltd. desires to acquire premises on **outright purchase basis** for housing its **Branch: MAHIM** on Ground Floor.

Location	Approx. Land Area/Built Up Area *(in case of outright purchase)*	Approx. Carpet Area*(in case of Lease)*
Locality: Mahim, *Tehsil: Mahim,* *District: Mumbai.*	*1300-2000* **sq. ft (+/- 20%)**	*1300-2000* **sq. ft (+/- 20%)** *(Ground Floor only)*

<table>
<tr><td colspan="2">REF. No.</td><td>JKB/ZOM/ESTATES/01-26</td></tr>
<tr><td colspan="2">DESCRIPTION</td><td>Acquiring of Premises on Outright Purchase Basis for J&K Bank Branch Mahim under Zone: Mumbai</td></tr>
<tr><td colspan="2">BIDDING SYSTEM</td><td>TWO BID SYSTEM (Single Stage Two Envelope System)</td></tr>
<tr><td colspan="2">WEBSITE FOR DOWNLOADING DOCUMENTS</td><td>www.jkbank.com under the link “EOI & Tender / Notification” in the Quick Access Tab</td></tr>
<tr><td rowspan="2">METHOD OF SUBMISSION</td><td>TECHNICAL BID</td><td>OFFLINE / PHYSICAL FORM (Envelope I)</td></tr>
<tr><td>FINANCIAL BID</td><td>OFFLINE / PHYSICAL FORM (Envelope II)</td></tr>
<tr><td colspan="2">PRE-BID MEETING</td><td>Venue: J & K Bank Zonal Office Mumbai BKC
Date & Time: 06/08/2026 & 11:00 AM</td></tr>
<tr><td colspan="2">AVAILABILITY OF TENDER</td><td>From 29/07/2026 to 11/08/2026</td></tr>
</table>

DOCUMENTS ON WEBSITE	
LAST DATE OF SUBMISSION OF BIDS/TENDER	Upto 5:00 PM (IST) on 11/08/2026
DATE OF OPENING OF TECHNICAL BIDS	Shall be communicated separately.
ZONE CONCERNED	Mumbai
LOCATION OF ZONAL OFFICE	National Business Center, Bandra Kurla Complex Bandra East, 400051
For any clarification/s, please contact	Estates & General Department, Zonal Office Mumbai Name of the Official: Yasir Hamid Beg Contact No.: 9797792733 Email: esatates.sketch@jkbmail.com Name of the Official: Mr. Chankya Dubey Contact No.: 7006724619 Email: esatates.sketch@jkbmail.com

A) Preference will be given to the Premises located at Ground Floor and with minimum number of columns with entire area in single floor having a minimum frontage of 25 sq. ft.

IMPORTANT PARAMETERS:

01	PARKING SPACE	Adequate space for parking of the vehicles of the Bank including its Cash Van, Vehicles of the staff as well as customers shall be preferred.
02	CARPET AREA	Approximately, *1300-2000* **sq. ft (+/- 20%)** on Ground Floor
03	POSSESSION	Ready for possession/occupation or to be possessed within 01 months.
04	PREMISES UNDER CONSTRUCTION	May be considered and the bidder will have to construct the building within 03 months as per Bank's requirement.
05	DESIRED LOCATION	Ground Floor in a densely populated location and commercial establishments, shops, and other units of business.
06	PREFERENCE	• Public Sector/Govt. Departments. • Ground Floor. • Premises duly completed in all respect along-with related statutory permissions/approvals from concerned authorities, Commercial use permission Occupancy Certificate etc.
07	SELECTION PROCEDURE	Techno-Commercial evaluation by assigning 50% weightage for Technical Parameters and 50% weightage for Financial Bids.
08	VALIDITY OF OFFER	120 days from the date of submission of the Bids.
09	STAMP DUTY/REGISTRATION CHARGES	Expenses relating to execution and registration of lease deed are to be shared by the Bank and the landlords equally
10	TITLE OF PREMISES	The title of the property should be clear and marketable without any sort of encumbrances whatsoever.
11	Rent Free Period	Three Months free period shall be for a

		duration of three months (03 months) at the start of the lease (from the effective date of lease deed).

GENERAL INSTRUCTIONS

- The Notice Inviting Offers, General Instructions, Terms & Conditions, Carpet Area Definition, Technical Bid and Financial Bid/Price Bid will form part of the Offer/Bid to be submitted by the Offeror/Bidder.
- The Bids/Offers are to be submitted in Two Bid system i.e., Technical Bid and Financial Bid/Price bid.
- The Technical Bid is to be duly filled and signed by the Offeror/Bidder and submitted along-with acceptance to Terms & Conditions, Layout/Plan of the property, Photograph of the offered building Details as to free/leasehold land, Revenue/Title documents indicating clear title of property, Government/municipal clearances, and any other documents sought in this tender. Same is to be placed in a separate envelope and super scribed with **"TECHNICAL BID"**, with Advertisement Reference/Description and Tenderer's Name & Address.
- The Financial Bid/Price Bid is to be duly filled and signed by the Offeror/Bidder and submitted in a separate envelope super scribed with **"FINANCIAL BID"**, with Advertisement Reference/Description and Tenderer's Name & Address.
- No indication as to price aspects or financial stipulations shall be given in the Technical Bid and Financial Bid shall contain nothing but price aspects of premises without any conditions. In case a bidder indicates financial stipulations in the Technical Bid, same shall be liable to rejection.
- Both these envelopes should be put together in a sealed **THIRD ENVELOPE** super scribed with ***"Advertisement Reference/Description and tenderer's Name & Address"***.
- The third cover duly sealed should be addressed to the **Zonal Premises Committee, Zonal Office Mumbai** and submitted as detailed above.
- Bids submitted after due date and time shall be rejected.
- Preference shall be given to offers owned by Public Sector/Government Departments.
- Applications received through Brokers/Property Dealers/Real estate Agencies

on behalf of owners shall be rejected out rightly.

- No brokerage shall be paid by the Bank to any person.
- Date of opening of Technical Bid shall be intimated to respective Bidders/Offerors and opened in presence of intending bidders *(who choose to be present themselves or through their authorized representatives)*.
- The Financial Bid of only those Bidders/Offerors shall be opened who qualify the "*Technical Evaluation*" based on the documents submitted and the site visit by the Premises Committee of the Bank regarding the commercial viability of the location at which the premises is offered.
- 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 be signed by the authorized Bidder/Offeror. The Bank reserves the right to reject the incomplete tenders.
- The short-listed Bidders/Offerors will be informed by the Premises Committee for inspection of their offered premises.
- Any amendments/corrigendum shall be published in Bank's website only. Therefore, Owners/Attorney Holders are requested to visit Bank's website regarding modifications/corrigendum issued with regard to said notice.
- The Bidders/Offerors shall, by responding to the Bank with a bid/proposal, be deemed to have accepted the terms of this document and the disclaimer, if any, in totality without any condition whatsoever and accepts the selection and evaluation process mentioned in this document. The Bidder/Offeror ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this tender document.
- All costs and expenses incurred by interested Bidders/Offerors in any way associated with the development, preparation and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by J&K Bank, will be borne entirely and exclusively by the Bidder.
- The Bidders/Offerors can take advantage of any Government Order which applies to any tendering process and whereby there is any relaxation that is in conflict with the terms and conditions mentioned in this tender document, if and only if, any such Government Order/Notification comes into force before the last date of submission of bids. Further, in case of any such orders that may affect/contradict with the terms and conditions of this tender document, the Bidders need to seek clarification through the online/offline mode before the last date for submission of bids.
- Bank reserves the right to: (i) Reject any or all proposals received in response

to this tender document without any reason whatsoever, (ii) Reject proposals received in response to the tender document, containing any deviation, (iii) Waive or Change any formalities, irregularities, or inconsistencies in proposal format deliver, (iv) Extend the time for submission of proposal, and (v) To independently ascertain information from the banks and other institutions/companies to which the bidder has already extended services for similar assignment.

- This tender document shall be governed and interpreted by and construed in accordance with the laws of India read with the local laws, wherever applicable.
- Separate Offers/Bids are to be submitted, if more than one property is offered.
- The offers shall be evaluated by the concerned Premises Committee of the Bank on Techno-Commercial basis giving weightage as detailed below:

a) Technical Evaluation - 50%.

b) Financial Evaluation - 50%

The Technical Bids shall be evaluated with the following parameters & weightage:

S. No	Parameters	Maximum Marks (standard)
01	**Location:** Main road - __10_________ marks Side road/inner lane - _____05_____ marks	10
02	**Distance from Market Place (Main Bazaar/Cluster of Shops):** Within/Up to 100 meters from Main Market - _10___ marks More than 100 m and up to 500 m - ____05______ marks More than 500 m - _____00_____ marks	10
03	**Floor floor-:** Ground Floor entry facing the main road - ___15_______ marks Ground Floor entry not facing main road- 07	15
04	**Ready for occupation:**	10

	Already Constructed - _____10_____ marks Partially Constructed - ____07______ marks Open Land - ____05______ marks	
05	**Carpet Area as per requirement:** Within range specified in the tender - ____05______ marks +/- 20% variation - _____03_____ marks Beyond range - ____00______ marks	05
06	**Building layout(shape):** Regular *(as per specifications of the Bank)* - _05___ marks Irregular - ____00______ marks	05
07	**Available Frontage of the Premises:** Greater or equal to 25 feet - _____05_____ marks Less than 25 feet - ____00______ marks	05
08	**Type of Construction:** RCC/Framed structure - ____04______ marks Load Bearing - ____02______ marks	04
09	**Ventilation/Natural Light:** From two or more sides - ____04______ marks From one side - ____01______ marks	04
10	**Age of building:** Less than 5 years - ______04____ marks 5 to 15 years - ____02_____ marks Above 15 years - _____00_____ marks	04
11	**Ceiling height:** 10 feet and above - ____04______ marks 9 feet to 10 feet - _____02_____ marks Below 9 feet - _____00_____ marks	04

 (Signature of the Bidder)

12	**Exclusive entry staircase:** Minimum width equal to or > 5 feet - ___04_______ marks 4 to 5 feet - _____02_______ marks Less than 4 feet - _____00_______ marks	04
13	**Car parking:** Exclusive (minimum 15 slots) - _____05_______ marks Exclusive (minimum 8 slots) - _______03_____ marks Common (minimum 15 slots) - _____02_______ marks No Parking – _____00_______ marks	05
14	**Signage/advertisement value of premises:** Excellent - _____03_______ marks Good - _____02_______ marks Poor - _____00_______ marks	03
15	**Drainage/Sewerage Facility:** Good - _____02_______ marks Poor - _____00_______ marks	02
16	**Surroundings:** Ambience, visibility, convenience, road elevation and suitability of premises/plot from business point of view etc. as assessed by Premises Committee during their site visit.	10
Total Marks		**100**
Qualifying marks		**50**

- Technical Marks (percentile form) of each bidder shall be calculated as:

  Technical Score = (Total Technical Marks obtained by the bidder under consideration/Highest Technical Marks) X 100.

- The Financial marks (percentile form) of each bidder shall be calculated as:

  Financial Score = (Lowest Financial Quote / Financial Quote of bidder under consideration) X 100.

- **Final Scores = (0.5 x Technical Score) + (0.5 x Financial Score)**

- Offerors/Bidders are requested to submit their lowest possible quotes in the Financial Bid/Price Bid as negotiations/discussions will be held with the L1 *(Lowest Bidder)* only.
- The offer/bid should be submitted in prescribed format only. Offer/Bid submitted in other than prescribed format will be liable for rejection. The Offerors/Bidders are requested to quote the rate after going through "Carpet Area Definition" detailed in this document.

TERMS AND CONDITIONS

1. The premises offered should preferably be rectangular in shape with a minimum width of 25 feet with good frontage, separate toilets for Ladies& Gents and premises having adequate parking space for vehicles with all basic amenities shall be preferred. The premises offered should be in an approved Commercial Complex or Building complying with all local norms/laws of Municipal Corporation/Nagar Palika/Town Area Authority/Village Panchayat/or any other Competent Authority. The person(s) offering the premises should be owner(s) in possession of the premises, having absolute, clear, valid, exclusive, unencumbered and undisputed title to the property.
2. The premises offered shall be fully owned/freehold. The title of the property should be clear and marketable without any sort of encumbrances whatsoever. The title of the Premises shall be deemed to be clear, when verified and cleared by the Bank's empaneled lawyer through the Law Departments of the Bank (Law Departments of concerned Zonal Offices). In this regard, the Bidders/Offerors shall attach all the title related documents alongside the Technical Bid as pre-qualification criteria of the offered premises to the Bank for necessary verification.
3. All the statutory permissions/clearances as required for making use of the premises by Bank shall also be placed alongside the Technical Bid as pre-qualification criteria.
4. The Municipal Tax on the property, Service charges and all other Taxes except GST, if applicable, shall be borne by the Successful Bidder (till the transfer of the property is effected).
5. The Bidders/Offerors shall be required to arrange to obtain the Municipal License/NOC for Commercial activities in the subject premises along and Approval of layout/maps/drawings etc. of the building/premises from the respective Concerned Authority. Wherever applicable, Successful bidder shall be required to arrange to obtain the Municipal License/NOC for Layouts/Maps/Drawings etc. from Concerned Authority/Town Planning etc. for carrying out the civil addition/alteration, interior furnishing of the premises by the Bank. **Preferably**, Successful Bidder should also obtain the completion certificate from Concerned Authorities after the completion of civil addition/alteration and interior furnishing works.

6. Bidder/Offeror should obtain and furnish the structural stability certificate from the licensed Architect/Structural/Civil Engineering/Consultant, at his/her cost.

7. The offer of the Successful Bidder should remain valid at least for a period of 120 days to be reckoned from the last date of submission of offer.

ADDITIONAL TERMS & CONDITIONS *(IN CASE OF OUTRIGHT PURCHASE)*

1. The Successful Bidder shall be required to provide the clear title of the premises and the Premises should be marketable without any sort of encumbrances whatsoever.

2. The Successful Bidder shall be required to execute a conveyance Deed in favor of the Bank with in a period of **30 days** from the date of acceptance of the Bid**.**

3. The Successful Bidder shall indemnify the Bank and keep it indemnified against all losses, damages, costs and expenses that would be suffered/ incurred by the Bank in case the title and ownership of successful Bidder to premises is void ab-initio or subsequently becomes void, invalid or unenforceable for any reason whatsoever.

4. The Bank shall hold the said premises TOGETHER WITH ALL the things permanently attached thereto or standing thereon and all the privileges, easements, profits, advantages, rights and appurtenances whatsoever to the said land or any part thereof and to the use same to the benefit of the Bank.

5. It is hereby agreed that the Bank shall not be liable for the debts and other liabilities (if any) of the Successful Bidder in respect of the premises and the successful Bidder hereby agrees to agree to indemnify and keep the Bank Indemnified for and against all such debts, liabilities and all actions, suits, claims and demands made or taken in respect thereof and all losses and costs that may be incurred by Bank on account thereof.

CARPET AREA DEFINITION

Carpet Area shall mean actual usable area offered which will be in exclusive possession of the Bank. The term “Carpet Area” will not include the following:

a) Area covered under pillars/columns, external walls, etc.

b) Area under service shafts.

c) Exclusive balcony or verandah area and exclusive open terrace area.

d) Common areas shared with other co-tenants such as entrance lobby, corridors, passages, porches, lofts, toilets, staircases, lifts and sanitary shafts, lift lobbies, watchman room, pump room, overhead tank, generator rooms, air-conditioning plant rooms, etc.

However, area of toilet and staircase which is for exclusive use of the Bank may be included in Carpet Area. Also area covered under signed room walls or any other internal partition wall constructed by the landlord on specific request of the Bank may be included in the carpet area.

TECHNICAL BID

GENERAL INFORMATION:

S. No.	Particulars	
01	Name, Address and Contact details of the owner(s).	
02	Share of each owner, if any, Under joint ownership.	
03	Location: (Name of building, street, ward/area and landmark if any)	
04	Attach the latest pictures of the Property to be sold/leased	

TECHNICAL INFORMATION:

1) IN CASE OF BUILT UP SPACE *(OUTRIGHT PURCHASE):*

(I) **TYPE OF BUILDING**: *COMMERCIAL/INDUSTRIAL/ANY OTHER.*

(II) **TYPE OF CONSTRUCTION:** *LOAD BEARING/RCC FRAMED STRUCTURE/ANY OTHER.*

(III) **WHETHER BUILDING TO BE LEASED (___) OR OFFERED FOR OUTRIGHT PURCHASE/SALE (___).**

(IV) **AVAILABILITY OF PARKING SLOTS: _______** *SLOTS.*

(V) **CLEAR FLOOR HEIGHT FROM FLOOR TO CEILING: ________** *FEET.*

(VI) **CARPET AREA OF PREMISES OFFERED TO THE BANK: ______________** *SQ. FT.*

S. No.	NATURE OF FLOOR	CARPET AREA (SQ. FT.)	BUILT UP AREA (SQ. FT.)
01	BASEMENT		
02	GROUND FLOOR		
TOTAL AREA			

(VII) BUILDING READY FOR OCCUPATION: *YES/NO.*

(VIII) WHETHER BUILDING IS INSURED: *YES/NO.*

(IX) SPECIFICATION OF CONSTRUCTION:

i. *FLOORING: ____________________________.*

ii. *ROOF: ________________________________.*

iii. *WALLS: _______________________________.*

iv. *DOORS & WINDOWS: ___________________.*

(X) AGE OF THE BUILDING: _________ *YEARS.*

(XI) AVAILABILITY OF DRAINAGE & SEWERAGE FACILITY: *YES/NO.*

(XII) COMMERCIAL PERMISSION FROM CONCERNED COMPETENT AUTHORITY: *YES/NO.*

(XIII) SEPARATE TOILETS FOR LADIES/GENTS: *YES/NO.*

(XIV) WATER CONNECTION: *YES/NO.*

(XV) ELECTRICITY CONNECTION: *YES/NO.*

(XVI) OVERHEAD WATER TANK WITH MOTOR FACILITY: *YES/NO.*

(XVII) UNDERGROUND WATER TANK: *YES/NO.*

(XVIII) AVAILABILITY OF GENERATOR SPACE: *YES/NO.*

(XIX) SEPARATE TOILETS FOR LADIES AND GENTS: *YES/NO.*

- *I/We have clear legal title in respect of the property offered to the Bank and copied of relevant documents in this regard are enclosed.*
- *I/We have read and understood Bank's Terms and Conditions for selling/leasing the premises and confirm our acceptance for the same and accordingly quoted our rate on carpet area basis in the Financial/Price Bid.*

OR

- *I/We have read and understood Bank's Terms and Conditions for buying the premises. The Terms & Conditions for which I/We am/are not agreeable are furnished in the "List of Deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial/Price Bid.*
- *I/We agree that until a regular Sale/lease Deed is entered into, this document with the Bank's written acceptance thereof shall constitute the binding contract between me/us and the Bank.*

FINANCIAL BID/PRICE BID

GENERAL INFORMATION:

S. No.	Particulars	
01	Name, Address and Contact details of the owner(s).	
02	Share of each owner, if any, Under joint ownership.	
03	Location: (Name of building, street, ward/area and landmark if any)	

OFFER DETAILS *(IN CASE OF OUTRIGHT PURCHASE):*

AREA – Land/Built up Area (in SQ. FT./MARLA)	RATE (₹ Per sq. ft./Per Marla)	TOTAL PRICE (₹)

(Signature of the Bidder)

<u>OFFER DETAILS</u> *<u>(IN CASE OF LEASE):</u>*

FLOOR	CARPET AREA (in SQ. FT)	RATE (₹ Per sq. ft. per month)	RENT per month (₹)
BASEMENT (for amenities only & maximum area 400 Sft)			
GROUND FLOOR			
TOTAL			
INITIAL AVERAGE RATE	$\frac{\text{Total Rent}}{\text{Total Area}}$		
ENHANCEMENT AFTER 5 YEARS in %age *(maximum of 25%)*			

GST, if levied, on rent paid shall be reimbursed by the Bank, on production of such Proof/Challan of payment of Tax to the Government.

The rates mentioned above are inclusive of all other taxes like Municipal/Corporate Taxes, Property Tax, Society Charges, Maintenance Charges, and Service Charges etc.

In response to your advertisement, I/We have submitted the details of my/our premises in a separate envelope marked "Technical Bid". I/We submit an offer as stated above and agree to abide by the said terms and conditions in case our offer of premises is accepted.