



BONG/P&E/2023-24/Tender 07 Dated 20.09.2023

State Bank of India,  
Regional Business Office,  
Bongaigaon,

**INSTRUCTIONS FOR FILLING UP THE FORMS**  
**BIDS FOR OFFERING PREMISES ON LEASE**

The following forms have been enclosed: -

- (i) Detailed Terms & Conditions which have to be accepted by offerer & submitted along with the Technical Bid.
- (ii) Format on which Technical Bid for leasing premises is to be submitted **(Annexure 'A')**
- (iii) Format on which Financial Bid for leasing premise is to be submitted **(Annexure 'B')**

- i. All the forms viz. Technical and Financial Bids to be filled-up in a legible hand.
- ii. Technical and Financial Bids to be put in separate sealed envelopes. The envelope to be super scribed '**Technical Bid for alternative premises of SBI, LENGTISINGA BRANCH**' and '**Financial Bid for alternative premises of SBI, LENGTISINGA BRANCH**' respectively.
- iii. The Name, address, mobile and telephone number of the bidder to be mentioned on each envelope.
- iv. **Please mention your rates for the initial lease as well as the % increase after every five years only in the Financial Bid.** The rates should be mentioned neither in the Technical Bid nor in the Terms & Conditions. Please note that the percentage increase quoted will be taken into account while calculating the lowest bid. A bid which does not mention the % increase is liable to be rejected.
- v. A copy of Terms & Conditions duly signed in token of your acceptance of the same to be enclosed along with the Technical Bid.
- vi. Please note that bids received with changes/amendments in the standard Terms & Conditions are liable to be rejected.
- vii. Bids not accompanied by duly accepted Terms & Conditions as enclosed herewith are liable to be rejected.
- viii. If the Bids are submitted by an authorized agent they should be countersigned by the owner or an authority letter specifying clearly the powers & responsibilities of the agent to be enclosed.

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- ix. Site plan of the area offered to be enclosed with the Technical Bid.
- x. We clarify that only the FLOOR area and not the covered area is to be mentioned.
- xi. Please note that conditional tenders are liable to be rejected.
- xii. The Bids are to be submitted at the Asstt. General Manager, State Bank of India, Regional Business Office, Bongaigaon.
- xiii. Bidders are advised to make it convenient to be present at the time of opening of the Bids.
- xiv. The envelope with Technical Bid should contain the following:-
  - (i) Bid on the specified format
  - (ii) A copy of the detailed Terms & Conditions duly accepted by the agent/owner.
  - (iii) Site Plan of the area offered along with dimensioned line plan of the Building offered.
  - (iv) A photocopy of the Title Deed of the plot/building offered.
  - (v) A photograph of the Building offered.

**Signature and Seal of applicant**



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**The Assistant General Manager,  
State Bank of India,  
Regional Business Office,  
Bongaigaon**

Dear Sir,

**HIRING OF NEW PREMISES**

**AT**

**TERMS & CONDITIONS**

With reference to your advertisement dated-----, I agree to the following terms:

i) I will hand over the possession of the building after getting it constructed/renovated as per Bank's requirements. The rent will be released from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank to be verified by Bank's Engineer.

ii) The Bank will be offered\_\_\_\_\_sq. ft. of floor area on Basement/GF/FF. No rent will be charged for parking area in front of the building.

iii) All taxes present and future i.e. House Tax, Property Tax and any other Government, Municipal Taxes, Service tax, Society Service charges & maintenance charges to local welfare committee, if any, will be borne by me.

iv) I will construct/renovate the building as per the Bank's requirements and as per plan approved by the Bank.

v) For an initial period of ten years with an option in favour of Bank to renew it for two more terms of 5 years each with an enhancement in rent after every five years from the date of agreement on the same terms and conditions. However, the Bank shall have the right to de-hire by giving three months' notice.

vi) Plastic paint, oil bound distempering and painting etc. as per the Bank's instructions shall be done after every two years failing which the Bank shall be at liberty to get the same done at your risk and as per actual cost.

vii) I will at my cost, arrange for separate electricity meter having three phase electric connection of adequate load including necessary sub-station with HT line and electric wiring for general lights, fans, water pumps etc. as per Bank's requirements. Actual monthly electricity consumption charges as per mutual agreement shall be borne by the Bank. The cost for preventive and breakdown

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Maintenance/replacement of the sub-station including transformer, energy meter, cable will be borne by me.

viii) Necessary arrangements for continuous water supply, and independent underground and overhead water tanks of sufficient capacity will be provided along with electric pump for lifting of water to have continuous water supply.

ix) Proper sewerage connection shall be arranged by me for the Bank.

x) All external doors and windows shall be provided with steel grills/shutters by me.

xi) All the expenditure of the lease deed will be borne by me and Bank in ratio 50:50.

xii) Bank can make additions and alterations/dismantling if necessary without involvement of basic design at any stage during currency of lease.

xiii) I will provide good quality **vitrified tiles flooring (Ivory shade)** in the Banking Hall and **marble/ceramic tiles** in toilet area and 1st class bathroom fittings including wall tiles.

xiv) I will arrange to provide all sanitary fittings as per requirements of the Bank.

xv) This offer is subject to the Obtention of No Objection Certificate by me from the appropriate authority regarding commercial use of the proposed building.

xvi) I will have no objection if ATM/other machine is installed by the Bank in the building including, a V-sat at the top of the building.

xvii) I will carry out major structural civil, sanitary and electrical, repair/maintenance works, if required at my cost and I will also ensure the roof remains water-tight. In case the above repairs are required and I fail to attend to the same, the Bank will carry out necessary repairs at my risk and cost.

xviii) There shall be no objection if a glow sign in front or at top of the building is installed by the Bank as per the Bank's requirements.

xix) I will give approx. 100 sq.ft. of pucca covered area for placing generator of 20 KVA etc. for which no rent will be charged.

xx) Main door and rear door shall be provided with wooden paneled door, collapsible grill gate and steel rolling shutter. Safe room door will be provided with Collapsible grill gate with steel/wooden door.

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xxi) All windows, ventilators and cut outs will be provided with strong steel grills as per Bank's specifications.

xxii) Record/stationery room, Safe Room, ATM Room will be constructed with Brick walls. Locker room shall be constructed with RCC wall if required by the Bank.

**(Signature of the offerer)**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**CONTACT NO.: MOBILE:**

**LANDLINE:**

**Signature and Seal of applicant**



**BONG/P&E/2023-24/Tender 07 Dated 20.09.2023**

**STATE BANK OF INDIA**

**Regional Business Office, Bongaigaon  
Opposite Mayapuri Cinema Hall  
Main road,3<sup>rd</sup> floor SBI Building  
PO Bongaigaon, Dist-Bongaigaon  
Assam – 783 380**

<b>1</b>	<b>Tender ID</b>	<b>BONG/P&amp;E/2023-24/Tender 07 Dated 20.09.2023</b>
<b>2</b>	<b>Tender Name</b>	<b>Acquiring of premises on lease basis for SBI LENGTISINGA Branch P.O- Lengtisinga Dist-Bongaigaon, Assam</b>
<b>3</b>	<b>Last Date of Submission</b>	<b>10.10.2023 Up to 05:00 PM</b>

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**Signature and Seal of applicant**



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**NOTICE INVITING TENDER (NIT)**

**STATE BANK OF INDIA**

**Regional Business Office, Bongaigaon**

Opposite Mayapuri Cinema Hall  
Main road, 3<sup>rd</sup> floor SBI Building  
PO Bongaigaon, Dist-Bongaigaon  
Assam – 783 380

**COMMERCIAL/ OFFICE SPACE REQUIRED ON LEASE**

**STATE BANK OF INDIA, LENGTISINGA BRANCH DIST-BONGAIGAON, ASSAM**

SBI, Regional Business Office, Bongaigaon invites offers on behalf of the SBI, Lengtisinga Branch from **owners / Power of Attorney holders** for premises on lease rental basis for Commercial / Office use having carpet area of **approx. 2700 SQFT located in Lengtisinga (preferably within 1 km from SBI Lengtisinga branch premise)**. In case of approach road, the road to the building shall be adequately wide for entry of four wheeler vehicle and well built up. **The entire space shall be preferably on Ground floor or Ground + 1<sup>st</sup> floor only. The premises should be suitable for planning of interior layout as per Bank's requirements with minimum obstructions. If the premises not found suitable for layout planning, the offer may be rejected and price bid of such bidder will not be opened.** The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be obtained from the office of **"Assistant General Manager, Regional Business Office, State Bank of India, Bongaigaon, ,opposite Mayapuri Cinema Hall ,Main Road 3 rd floor SBI Building P.O Bongaigaon, Assam – 783 380.** Preference will be given to the premises owned by the Government departments / Public Sector Units / Banks. The offers in a sealed cover complete in all respects should be submitted to **"Assistant General Manager, Regional Business Office, State Bank of India," opposite Mayapuri Cinema Hall ,Main Road 3 rd floor SBI Building P.O Bongaigaon, Assam – 783 380. on or before 5:00 pm on 10.10.2023.** The SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

**Assistant General Manager  
RBO-II, Bongaigaon**

**Signature and Seal of applicant**



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**TECHNICAL BID (COVER-A)**

**TERMS AND CONDITIONS**

**OFFER/LEASING OF OFFICE PREMISES**

This tender consists of two parts viz. the Technical Bid having terms and conditions, details of offer and the Price Bid. Duly signed and completed **separate Technical and Price Bids** are to be submitted for each proposal using Xerox copies in case of multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes be placed in a single cover super scribing **“Tender for leasing of office premises to State Bank of India, Lengtisinga Branch”** and should be submitted to the **“Assistant General Manager, Regional Business Office, State Bank of India,”** opposite Mayapuri Cinema Hall ,Main Road 3 rd floor SBI Building PO Bongaigaon, Assam – 783 380 on or before 5:00 pm on 10.10.2023.

**Important points of Parameters -**

1	Carpet Area	<b>Approx. 2700 SQFT</b>
2	Designated staff Parking Space	<b>4 Cars &amp; 8 Bikes/Scooters for the staff</b>
3	Open parking area	Sufficient open parking area for customers.
4	Amenities	24 hours water facility, Electricity, Generator power back up for essential services like lift, pump etc.
5	Possession	Ready possession / occupation.
6	Premises under Construction	Will be considered if nearing completion.
7	Desired location	<b>Preferably within 1 km from SBI Lengtisinga branch premise.</b>
8	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority.  (ii) Single floor.

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		(iii) Govt. Departments / PSU / Banks.
9	Unfurnished premises	Only unfurnished premises will be considered and Bank will do the interior and furnishing work as per requirement.
10	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent @ 15-25% after expiry of first term of 5 years, at the time of renewal.
11	Selection procedure	<b>L-1 for the tender will be selected on the basis of Techno-Commercial Evaluation with 70% weightage to technical parameters and 30% weightage to price bid.</b>
12	Validity of offer	3 months from the date of submission of the offer.
13	Stamp duty / registration charges	To be shared in the ratio of 50:50.

**TERMS AND CONDITIONS**

1.1 The successful bidder should have clear and absolute title to the premises and furnish legal title report from the SBI empanelled advocate at his own cost. The successful bidder will have to execute the lease deed as per the standard terms and conditions finalized by the SBI for the purpose, and the stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessors and the Bank. The initial period of lease will be 5 years and will be further renewed for 5 years (viz. total lease period 10 years) with requisite exit clause to facilitate full / part de-hiring of space by the Bank only during the pendency of the lease. As regards increase or decrease in rents payable, increase in rent if any shall be subject to market conditions & to a maximum ceiling of 25% after initial term of 5 years is completed. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 years.

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1.2 Tender document received after due date and time i.e. **05:00 pm on 10.10.2023** shall be rejected.

1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as **Technical Bid** or **Commercial Bid** as the case may be, duly filled in with relevant documents/information at the following address:

**“Assistant General Manager, Regional Business Office, State Bank of India,” opposite Mayapuri Cinema Hall ,Main Road 3 rd floor SBI Building PO Bongaigaon, Assam – 783 380**

1.4 All columns of the tender documents must duly fill in and no column should be left blank. All pages of the tender documents (Technical and Price Bid) are to be signed by the authorized signatory of the tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBI reserves the right to reject the incomplete tenders.

1.5 In case the space in the tender document is found insufficient, the lessors may attach separate sheets.

1.6 The offer should remain valid at least for a period of 6 (Six) months to be reckoned from the last date of submission of offer i.e. **10.10.2023**.

1.7 There should not be any deviation in terms and conditions as have been stipulated in the tender documents. However, in the event of imposition of any other conditions, which may lead to a deviation with respect to the terms and conditions as mentioned in the tender document, the lessor is required to attach a separate sheet “list of deviations”, if any.

1.8 The **Technical Bid & Price Bid** will be **opened** in the presence of tenderers who wish to be present at the office of **“Assistant General Manager, Regional Business Office, State Bank of India”** opposite **Mayapuri Cinema Hall ,Main Road 3 rd floor SBI Building PO Bongaigaon, Assam – 783 380**. The date and time for the same will be informed

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**later.** All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 The SBI reserve the right to accept or reject any or all the tenders without assigning any reason thereof. In case of exigency and depending upon the suitability, the Bank may as well accept more than one proposal to suit its total requirements.

1.10 Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.

1.11 The short listed lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.12 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the successful vendor shall be made by Account Payee Cheque or RTGS/NEFT.

1.13 Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building. Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks.

**1.14 The selection of premises will be done on the basis of Techno-Commercial Evaluation. 70% weightage will be given for technical parameters and 30% for price bid. The score finalized by the committee of SBI in respect of technical parameters will be final and binding to the applicant.**

1.15 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes and service charges shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent.

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However, the landlord will be required to bill the concerned Branch Manager, SBI every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the service tax registration number/ GST of the landlord, apart from name, address etc. of the landlord and the serial number of the bill, for the bank to bear the burden of service tax/GST otherwise, the service tax/GST if levied on rent paid by landlord directly, shall be reimbursed by the SBI to the landlord on production of such payment of tax to the Govt. indicating name, address and the service tax/GST registration number of the landlord.

1.16 Mode of measurement for the premises is as follows:

**Rentable area of the premises should be clearly mentioned as Carpet Area as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord.**

1.17 **The successful lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank.** Lessor should also obtain the **completion certificate** from Municipal authorities after the completion of interior furniture work. The required **additional electrical power load of approximately 30 KW with a dedicated 63 KVA transformer and substation along with dedicated energy meter will also have to be provided by the lessor at his/her own cost** through the State Electricity Board/ State Power department etc. NOC and the space required for installation and running of the generator set, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, VSAT, etc will also have to be provided within the compound by the bidders/ lessor **at no extra cost to the Bank.**

1.18 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.19 The bidder/lessor shall obtain/submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after

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receipt of approved plans along with other related documents so the interior renovation work can commence, in case of unfurnished premises.

**1.20 After the completion of the interior works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of occupation.** The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.21 Rent should be inclusive of all present and future taxes whatsoever, municipal charges, society charges, maintenance. However GST shall be paid extra at applicable rate and manner.

1.22 Electricity charges will be borne by the Bank but water supply should be maintained by the Landlord/owner within the rent.

**1.23 All Civil Works such as construction of Cash room/ Locker room (as per RBI Guidelines), Record/ Document storage room, UPS room, Ladies & Gents Toilets (including Plumbing & Sanitary fittings), Pantry with required accessories, Doors etc. as per Bank's requirements, Rolling Shutter & Collapsible Grill at Entry, Exit doors & Cash Room, Ramp, Lift (For First & above floors), Vitrified Tiles flooring, inside and outside painting with Acrylic Emulsion (Plastic) Paint/Synthetic Enamel Paint etc., Safety Grill to Windows, Exhaust provision with required accessories etc. as advised by the Bank directly or through Bank's appointed Architect will be carried out by landlords' at their own cost before handing over possession to the Bank. Landlords will submit Approved Plan, Competent Authority permission, Structural Stability and Soundness certificate before possession by the Bank.**

1.24 Interior works like loose furniture, drywall partition system, cubicles, and cabins false ceiling. AC lighting fixtures, signage, compactors for storage, electrical wiring for interior work etc, will be done by the Bank at its own cost as per requirement.

Place and Date:

Name & Signature of bidder/ lessor with Seal if any

**Signature and Seal of applicant**



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**DETAILS OF OFFER SUBMITTED FOR LEASING PREMISES**

(If anybody willing to offer for more than one Premise, separate application to be submitted for each site).

With reference to your advertisement in the \_\_\_\_\_ dated \_\_\_\_\_

We hereby offer the premises owned by us for housing your office on lease basis at .....

General Information:

Location as name of the nearest local railway/ Metro station and its distance from the site:

a.	Name of the Building	
a.1	Door No.	
a.2	Name of the Street	
a.3	Name of the City	
a.4	Pin Code	
b.	(i) Name of the owner  (ii) Address  (iii) Name of the contact person  (iv) Mobile no.  (v) Email address	

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Technical Information **(Please  at the appropriate option)**

- a. Building: Load bearing / Frame Structure
- b. Building: Residential / Institutional / Industrial / Commercial
- c. No. of floors:
- d. Year of construction and age of the building:
- e. Floor of the offered premises:

Level of Floor	Carpet area as per IS code 3861-2002
Ground Floor	
First Floor	
Total Carpet Area	

Note- The rentable area shall be in accordance with the one mentioned under clause / para 1.16 of Technical Bid.

Building ready for occupation : Yes / No

Amenities available:

Electric power supply and sanctioned load for the floors : Yes / No

Offered in KVA (Mentioned)

Running Municipal Water Supply : Yes / No

Whether plans are approved by the local authorities : Yes / No

(Enclose copies)

Whether NOC from the department has been received : Yes / No

Whether occupation certificate has been received : Yes / No

(Enclose copy)

Whether direct access is available, if yes give details : Yes / No

Whether lift facilities are available : Yes / No

Details of Tender fee deposit:

SBI Collect Payment ref. no.....

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**Declaration**

I/ We have studied the above terms and conditions and accordingly submit our offer and will abide by the said terms and conditions in case our offer of premises is accepted.

I/ We also agreed to construct/ addition/ alteration i.e. locker room, cash safe room, record room, toilets and pantry with all fittings and fixtures, vitrified flooring, other works as per Bank's specifications and requirement

Place:

Date:

Name and signature of lessor with seal if any

**Signature and Seal of applicant**





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**ANNEXURE – I**

**PREMISE REQUIRED ON LEASE**

**Parameters based on which technical scores will be assigned**

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Premises Carpet area	2700 SQFT premises possible in one single floor (G.F.): 20  2700 SQFT premises possible in G.F + 1 <sup>st</sup> Floor: 10	20	
2	Premises/Plot location	On main road : 20  Inner side from Main road (well build & wide): 10  Poor quality/small inner road: 00	20	
3	Premises/Plot Location	Commercial area/ market area <b>(as per tender requirement)</b> : 10  Residential area: 05  Not as per tender requirement: 00	10	
4	Premises Frontage from the road	>= 40 feet: 10  >= 35 feet: 07  >= 30 feet: 05  < 30 feet: 00	10	

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5	Covered / Built up exclusive parking for SBI (Allotted Parking)	1. 4 Cars + 8 Bikes/Scooters: 10 2. 2 Cars + 6 Bikes/Scooters: 05 3. No parking : 00	10	
6	Quality of construction in terms of columns size, spacing, clearance of beam & ceiling wrt floor level, structural stability & age of the building	Good Quality: 10 Average Quality: 05 Poor Quality: 00	10	
7	Ambience, convenience and overall suitability of the premise in terms of Business Potential, Natural Light & Ventilation	As assessed by the Premises Selection Committee (PSC) members Very Good: 20 Good: 15 Average:10 Poor: 05 Premise not suitable: 00	20	
	Total		100	

- **If a bidder scores 00 marks in any of the above mentioned criteria, his/her offer will be disqualified and price bid of such bidder will not be opened.**

Date:

Signature and Seal if any of applicant

**Signature and Seal of applicant**



**Example for evaluation of the Proposals:**

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B & C.

Let's say, they get following marks.

A-90, B-60, C-75

2. Convert them to percentiles (**Technical Score**)

$$A: (90/90)*100 = 100$$

$$B: (60/90)*100 = 66.66$$

$$C: (75/90)*100 = 83.33$$

Let's say, financial quotes for three premises are as follows:

A: Rs. 20 per sqft for floor area

B: Rs. 10 per sqft for floor area

C: Rs. 15 per sqft for floor area

3. As desired one is the lowest, to work out percentile score (**Financial Score**)

$$A: (10/20)*100 = 50.00$$

$$B: (10/10)*100 = 100$$

$$C: (10/15)*100 = 66.66$$

4. If proportion of technical to financial score is specified to be 70:30, then final score will work out as follows:

$$A: (100*0.70) + (50*0.30) = 85.00$$

$$B: (66.66 * 0.70) + (100*0.30) = 76.66$$

$$C: (83.33*0.70) + (66.66*0.30) = 78.33$$

05. Hence, premise A is found to be L-1 for the tender.

Date:

Name and signature of less

**Signature and Seal of applicant**