

DRAFT TENDER DOCUMENT

For Leasing of Space for Opening of a Branch of a Nationalised Bank with ATM Facility

At District Court Premises

1. Notice Inviting Tender (NIT)

The District Court, Dehradun invites **tenders** from **Nationalised Banks** for leasing of built-up space measuring **148.77 square meters** in the **Convenience Block, District Court, Dehradun**, for the purpose of opening and operating a **Bank Branch**.

2. Tender Details

Particulars	Details
Name of Work	Leasing of Space for Nationalised Bank Branch
Location	District Court Premises, Dehradun
Area Offered	148.77 sq. meters (approx.)
Mode of Tender	Tendering
Tender Fee	₹ 1,000/- by way of e-Challan in favour of District Judge, Dehradun
Earnest Money Deposit (EMD)	₹ 3,00,000/-
Lease Period	5 years (extendable on mutual consent)
Availability of Tender Document	From 17.01.2026 to 31.01.2026
Pre-Bid Meeting	24.01.2026 Time: 1600 Hours at Conference Room (Ground Floor) District Court, Dehradun
Last Date for Submission	31.01.2026 through Registered Post
DATE AND TIMING OF BID OPENING	
TECHNICAL BID	02-02-2026 Time--16:00 hours
FINANCIAL BID	07-02-2026 Time--16:00 hours
Tender Inviting Authority	District & Sessions Judge, Dehradun

3. Eligibility Criteria

1. The bidder must be a **Nationalised Bank** as defined by the Government of India.
2. The bank must be authorised by RBI to operate banking business in India.
3. The bank should not be blacklisted by any Government / Court / PSU.

4. The bank should be willing to operate a full-fledged branch catering to Court, Court staff, litigants, advocates, and general public.

4. Description of Premises

- **Total Area:** 148.77 sq. meters
- **Location:** Within District Court campus
- **Usage:** Exclusive use for banking activities
- **Utilities:** Water and electricity available (charges to be borne by the bank as applicable)
- **Alterations:** Internal alterations permitted with prior written approval of competent authority

5. Scope of Use

The leased premises shall be used only for:

- Banking operations
- ATM facility
- Customer service facilities related to banking

No other commercial activity shall be permitted.

6. Lease Terms & Conditions

1. Lease Rent:

- Quoted rate shall be **per sq. meter per month**, exclusive of taxes.

2. Lease Period:

- Initial lease for 5 years with provision for renewal.

3. Rent Revision:

- Enhancement of 10 % after every 3 years.

4. Security Deposit:

- Equivalent to 3 months' lease rent.

5. Maintenance:

- Internal maintenance by the bank; common area maintenance as per court norms.

6. Taxes & Charges:

- GST, electricity, water, and other statutory charges to be borne by the bank.

7. Submission of Tender

2. Quotation documents containing detailed terms and conditions can be downloaded from the District Court website dehradun which is ***dcourts.gov.in*** or may be obtained from the office of the Nazarat Section, District and Session Court, Dehradun (hereinafter called District Court) on payment of Tender fee Rs. 1,000/- (non-refundable) through e-challan.

3. Fixed Deposit of Rs. 3,00,000/- as earnest money deposit (EMD), in favour of District Judge, Dehradun is to be submitted alongwith the Technical Bid and must be in the envelope of Technical bid. The Technical Bids will be opened at 04:00 PM in the District Court, Dehradun on the date, as mentioned in this document.

4. Financial Bids of only those bidders will be opened, whose technical bids qualify the Technical bid eligibility criteria and are found suitable. Date of opening of Financial Bids will be on the date, as mentioned in this tender document, and after technical bids have been evaluated by the District Court and successful bidders (technical bid) will be informed by notice in the Nazarat Section of the District Court. The District Court, Dehradun reserves the right to accept or reject any or all of the bids without assigning any reason. The District Court, Dehradun shall not be responsible for any loss or postal delay of the document in transit.

The tender shall be submitted in **two parts**:

Part-I: Technical Bid

- Proof of Nationalised Bank status
- RBI licence
- Authorisation letter for signing tender
- Undertaking regarding non-blacklisting

Part-II: Financial Bid

- Quoted lease rent per sq. meter per month
- GST details

8. Evaluation of Tender

1. Technical bids will be evaluated first.
2. Financial bids of technically qualified bidders only will be opened.
3. The tender shall be awarded to the **highest responsive bidder (H1)**.
4. The Tender Inviting Authority reserves the right to reject any or all tenders without assigning reasons.

9. General Conditions

- The bank shall comply with all **court security and administrative regulations**.
- No sub-letting of premises shall be allowed.
- Court authorities reserve the right to inspect the premises at any time.
- Disputes, if any, shall be subject to the jurisdiction of District Dehradun.

10. General instructions for the bidder while filling the Technical and Financial Bids:

- (1). All the pages of the tender document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the terms and conditions of this tender.
- (2) All the documents as mentioned must be submitted otherwise application will be treated as incomplete.
- (3) An application without Tender Fee & Earnest Money Deposit (EMD) will not be accepted and no correspondence shall be entertained thereafter.
- (4) The physical visit of the designated place (Bank) may be done on any working day before submission of the tender document. Timing for the physical visit is from 10 AM to 5 PM, and would be done only after prior permission. For the physical visit, please contact Nazarat Section of the District Court.
- (5) The sealed offers/bids shall be submitted on or before due date. Late quotations will not be acceptable in any circumstance.

This tender does not create any obligation on the part of the District Court, Dehradun to allot the premises. The competent authority reserves the right to modify or cancel the tender process at any stage.

11. Authority

District & Sessions Judge, Dehradun

District Court, Dehradun