SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
(WHOLLY OWNED SUBSIDIARY OF SBI)

INVITES TENDERS ON BEHALF OF

STATE BANK OF INDIA

FOR

HIRING OF PREMISES FOR VELLATHOOVAL BRANCH

Last date for submission of Tenders: 4:00PM (IST) on 07.08.2019.

Opening of Tenders: 4.30 PM (IST) on 07.08.2019.

Tenders to be submitted to:-

The Assistant General Manager,
SBI Infra Management Solutions Pvt. Ltd.,
4th Floor, SBI LHO Building, Poojappura,
Thiruvananthapuram– 695012

NIT NO: THI201907011

Name & Contact No. of Official concerned: Sri.Muralidharan.P (9447599011)

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ADVERTISENT PUBLISHED IN NEWSPAPERS

SBI INFRA MANAGEMENT SOLUTIONS PVT LTD
(WHOLLY OWNED SUBSIDIARY OF SBI)
4th floor, SBI, LHO Building, Poojapura, Thiruvananthapuram
E-mail: headtri.sbiims@sbi.co.in, Ph: 0471 2192435/ 439

PREMISES REQUIRED ON LEASE

Sealed offers are invited from the Owners/ Power of Attorney holders for hiring of premises, **preferably on Ground floor**, with adequate parking space on lease/ rental basis for SBI, as per details given below.

Sr.No.	Name of Branch	Proposed location	Carpet Area in Sqft (Approx)	Built up Area in Sqft (Approx)
1	Vellathooval	Within 1.0KM from the existing Branch.	2000 to 2500	2400 to 3000

Further details, other requirements, terms and conditions, Technical Bid & Financial bid proforma are published in Bank's web sites- https://sbi.co.in and https://bank.sbi under "Important Links →Procurement News". The last date for receipt of offers in the office of the undersigned is up to 4:00 P.M on 07.08.2019.

Place: Thiruvananthapuram Asst. General Manager (SBIIMS)
Date: 14.07.2019

TENDER FOR HIRING OF PREMISES

GENERAL INSTRUCTIONS:-

This tender document contains the following: -

1. **Terms and Conditions** which has to be accepted by the owner/s and submitted along with the Technical Bid.

2. **Technical Bid** proforma for leasing of premises which is to be duly filled and signed and submitted along with Terms & Conditions, Site Plan, Floor Plan of premises offered, Photocopy of title deed and photograph of the Building offered in a separate envelope superscribed as ***"Technical Bid for Leasing of Branch/ Office premises for SBI vellathooval Branch".*** The tender fees of Rs. 2500/- (Non-refundable) shall be remitted through SBI e-collect and copy of the generated receipt with reference number shall be enclosed with the tender.

   The procedure for remitting the tender fees is detailed in Annexure –I.

   The tender fee can also be submitted by way of DD/BC favouring "SBI Infra Management Solutions Pvt.Ltd" and payable at Thiruvananthapuram, if the bidder does not have any GST No.

3. **Financial Bid** proforma for leasing of premises which is to be duly filled and submitted in a separate envelope superscribed as ***"Price Bid for Leasing of Branch/ Office premises for SBI Vellathooval Branch"***

Technical Bid envelope and Financial Bid envelope shall be placed in a bigger envelope and superscribed as ***"Offer for Leasing of Branch/ Office premises for SBI Vellathooval Branch"*** Also mention **Name and contact number of the owner on the envelope.** This envelope containing both the bids shall be submitted to the Assistant General Manager (SBIIMS)whose address is as given below on or before the last date and time for submission of offer as mentioned in the news paper advertisement:-

The Asst. General Manager (SBIIMS)
4th Floor, SBI LHO Building,
Poojappura, Thiruvananthapuram- 695012

Separate Technical and Price bids are to be submitted for each proposal in case of multiple offers by the same owner/ landlord. Offers submitted in any other format other than the specified proforma of technical and price bids shall be rejected. The technical bids will be opened on the last date & time as stated above.

Any amendments/ corrigendum shall be published in Bank's website only. Therefore, Owners/ Landlords are requested to visit Bank's website regarding modifications/ corrigendum issued in regard to extension of date of submission/ opening of bids etc.

The Technical Bids will be opened in the presence of owners/ landlords who choose to be present at the above said office. All owners/ landlords are advised to be present, at their own interest, on the said date, time and venue for opening of the Technical bids.

The offer shall be evaluated by the Premises Selection Committee of the Bank based on various parameters such as location/assessibility, frontage, floors offered, parking facility, availability of natural light and ventilation, Building/premises plan and its suitability for efficient utilization of space by the Bank, Building/premises specifications and quality of construction, Ambience and convenience suitability for business etc., as per Bank's manual of instructions and marks offered for various parameters. Equal weightage shall be given for technical and price bid (50% for marks scored in each bid). The decision of the Premises Selection Committee in this regard shall be final and binding.

After screening of the technical bids and site inspection of the offers, the price bids of the offers considered to be suitable for the Bank shall only be opened. The date, time and venue of opening of price bids will be intimated to the eligible bidders separately.

Bidder(s)/ owner(s) is/are advised to be present, at their own interest, at the time of opening of the Technical and Financial Bids.

The premises shall be ready built or ready for occupation, once the offer is accepted by the Bank and related formalities have been executed.

TERMS AND CONDITIONS:-

A copy of Terms & Conditions duly signed by the owner/ Power of Attorney holder in token of acceptance of the terms and conditions to be enclosed with the Technical Bid. Bids not accompanied by duly signed Terms & Conditions are liable to be rejected.

Bids received with changes/amendments in the Terms & Conditions and conditional bids are liable to be rejected.

Bids received by the Bank after due date and time for submission as stated in the advertisement, shall be rejected.

Preference will be given to offers owned by Public Sector/ Government Departments.

The Bids/offer shall be valid at least for a minimum period of 3 months from the last date for submission.

If the Bids are submitted by an authorized agent, they should submit authority letter specifying clearly the powers & responsibilities of the agent, otherwise the bids are liable to be rejected.

The premises should be ready for occupation within a specified period as mentioned above and on the specified floors, having adequate parking and frontage, direct access from main road. It shall be a pucca building constructed with modern fittings and fixtures, with less number of columns and with natural light and ventilation will be considered and offers not satisfying the aforesaid requirements are liable to be rejected.

The rent for the initial lease period and the escalation in rent after every five years is to be mentioned in the Financial Bid only. The rent and escalation in rent should not be mentioned in the Technical Bid. The escalation in rent will also be considered for deriving the lowest bid. Incomplete financial bids are liable to be rejected.

The owner(s) shall construct/ renovate/ modify the building as per the Bank's requirements and as per plan approved by the Bank at his/ their own cost. The general requirement of the Bank is as given below:-

i. Record/ stationery room, Safe Room, ATM Room shall be constructed with Brick walls. Cash room and Locker room (having 400 - 500 Sqft carpet area, approx.) shall be constructed with RCC for Walls, Floor and Roof as per RBI specifications as required by the Bank.

ii. Anodised aluminium panelled/ glazed main door, collapsible grill gate and steel rolling shutter shall be provided at the main entrance. Safe room door shall be provided with Collapsible grill gate and steel/wooden door.

iii. All external doors, windows, ventilators and cut outs shll be provided with strong steel grills and shutters as directed by the Bank.

iv. Vitrified tiles flooring in the Branch/ Office and marble/ ceramic tiles flooring and dados in toilet, pantry areas and 1st class sanitary fixtures, CP bathroom fittings as approved by the Bank shall be provided.

v. False ceiling and electrical work as directed by the Bank.

vi. The owner shall carry out civil, sanitary and electrical, repair/ maintenance works and ensure the roof remains water-tight during the lease period. In case the above repairs are required and the owner/s fails to attend to the same, the Bank will carry out necessary repairs at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner(s).

vii. Plastic paint on walls, ceilings, enamel painting on doors and windows etc. as per the Bank's instructions shall be done by the owner(s) after every two years failing which the Bank shall be at liberty to get the same done at the risk and cost of the owner(s) and deduct all such relative expenses from the rent payable to the owner/s.

viii. The owner/s shall provide separate electricity meter having three phase electric connection of required capacity as directed by the Bank.

ix. Necessary arrangements for continuous water supply and independent underground and overhead water tanks of sufficient capacity along with electric pump for lifting of water shall be provided by the owner.

x. Proper sewerage connection shall be arranged by the owner.

xi. The owner shall hand over the possession of the building after getting it constructed/ renovated as per Bank's requirements and obtaining all statutory clearances from the local

and government authorities for the leasing and use of the building e.g. Fire department's clearance, occupation certificate, Income tax department clearance etc. as applicable. The rent will be paid from the date of physical possession of the building complete in all respects to the entire satisfaction of the Bank.

xii. <u>The owner shall obtain a sanctioned load of 40KW from KSEB at his own cost.</u>

xiii. **<u>The premises shall have space for parking 7 to 10 cars for use of Bank's staff & Customers</u>**

Bank can make additions and alterations/ dismantling, install, erect, fix and set up such internal partitions, walls and electrical and sanitary and other fixtures and fittings, counters, vaults, lockers, cabinets, doors, gates, air-conditioning plants in the demised premises and every part thereof as the Bank may require without causing any material damage or affecting the safety of the structure.

The owner shall not have any objection for installation of ATM, V-Sat, D.G Set, glow signages by the Bank at suitable locations in the building.

Measurement of built up area or plinth area shall be as per definition of IS 3861-2002. It shall be measured at floor level including area of walls, staircase, shafts for sanitary, water supply, electric, fire fighting, air conditioning and lifts and excluding the area of loft, band, cornice, open platform, terrace, service staircase, area of mumty, machine rooms and domes.

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank. While renewing the lease, the effect of subsequent increase/decrease in the aforesaid taxes and service charges shall be taken into account for the purpose of fixing the rent.

The initial period shall be at least for **<u>five years</u>** with an option in favour of Bank to renew it for **<u>one more term of 5 years</u>** after expiry of initial five years with an enhancement in rent on the same terms and conditions. After 10 years, rent can be negotiated and finalized by the Bank so that new lease can be executed for further term of 5+5 years. However, the Bank shall have the right to de-hire the premises by giving three months notice.

The lease deed shall be executed as per Bank's standard format. The expenses on stamp duty and registration charges required for the execution of lease deed and renewal of lease deed shall be borne by the owner/s and Bank in ratio of 50:50.

The Bank reserves the right to accept or reject any offer without assigning any reason.

Place: **Signature of the owner/s**

(In token of acceptance of all terms and conditions)

Date:

2.TECHNICAL BID

With reference to your advertisement in the local dailies, I/We hereby offer the premises owned by me/us for housing your branch/office on lease basis.

A). General information:-

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

B). Technical information:-

a)	Building	Load bearing/ RCC Framed Structure
b)	Type of building	Residential/ Commercial/ Institutional/ Industrial/ Mixed Land use
c)	No. of floors in the building	
d)	Year of construction	

C). Built up area (plinth area) of the premises

a)	Size of the plot (Please enclose a sketch plan)	_____Sq.Ft	
b)	Total built up area	_____Sq.Ft	
c)	Building for Branch/ office ready for occupation	Yes/No	
	If No, how much time will be required for occupation	_____	
d)	Area of premises offered	Built-up area	Carpet area
	i). Ground floor ii). First Floor iii). Second Floor iv). Other floors if any	_____ Sq.Ft _____ Sq.Ft _____ Sq.Ft _____ Sq.Ft	_____ Sq.Ft _____ Sq.Ft _____ Sq.Ft _____ Sq.Ft

D). Amenities Available

a)	Electrical power supply (3 Phase) with separate meter with a sanctioned load of 40KW	Yes/No *
b)	Running Water Supply/Sanitary facility	Yes/No *
c)	Whether plans are approved by the local authorities	Yes/No *
d)	Whether NOC from concerned authorities obtained	Yes/No *
e)	Whether Occupation certificate has been received	Yes/No *
f)	Whether direct access is available from the main road	Yes/No
g)	Whether fully or partly air-conditioned	Yes/No
h)	Whether lift facility available	Yes/No
i)	Whether space at the rooftop for provision of V-Sat Antenna is available	Yes/No
j)	Whether space for Generator is available	Yes/No
k)	Whether separate toilets for ladies and gents available	Yes/No
l)	Whether parking space for customers/ staff available (as specified above)	Yes/No
m)	Do you require loan, if yes, please specify amount	
n)	Do you require advance rent, if yes, please specify (Number of months)	

* In case No, please specify whether you are in a position to arrange the same within a short period.

Signature of Owner/s

Contact Address

Contact Number of Owner/s

HIRING OF PREMISES FOR SBI VELLATHOOVAL BRANCH - FINANCIAL BID (TO BE SUBMITTED IN SEPARATE COVER)

With reference to your advertisement in the local dailies, I/ We offer the premises owned by us for housing your branch/office on lease basis on the following terms and conditions:-

1. General Information

a)	Location	
b)	Name of the building	
b)	Door No. and Name of Street	
c)	Name of City/Pin Code	
d)	Name of owner/s	

2. Rent

Rent per Sq.Ft. of the built up area (plinth area) or lump sum

Sl No	Floor	Built up Area (Sq.Ft)	Rent per Sq.Ft	Amount
a)	Basement			
b)	Ground floor			
c)	1st floor			
d)	2nd floor			
e)	Any other floor			
			Total Rent (excluding GST)	

3. Escalation in Rent

a).	Escalation in rent after expiry of initial lease period of 5 years	_____ % increase from the initial lease rent (at the time of renewal)

The owner/s shall quote the rent excluding GST but including all other taxes and cess as applicable i.e. House Tax, Property Tax and any other Government, Municipal Taxes/Cess, Service Charges, etc. to be borne by the Landlord. Service charges like society charges, maintenance charges if any to be borne by the Bank. GST (if applicable) will be borne by the Bank in addition to the rent quoted and nothing extra on any account shall be paid by the Bank.

Signature of Owner/s

Contact Address of Owners/s

Contact Number of Owner/s

1.