SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.

STATE BANK OF INDIA, LOCAL HEAD OFFICE, 5th FLOOR, D-BLOCK

11, PARLAIMENT STREET, NEW DELHI - 110001

NOTICE INVITING TENDER (NIT) PREMISES REQUIRED ON LEASE

SBI Infra Management Solutions Pvt. Ltd. invite offers on behalf of the SBI from owners/Power of Attorney holders for premises on lease rental basis for Commercial/Office use for the following offices:

Name of Branch	Status of Office	Desired Locations of office	Built Up Area (Approx)	Open Parking Space (free of cost)	Tender ID
District sales Hub (DSH), Etah	New	Post Office Road, Etah	139 sqm (1500 sqft)	37 sqm (400 sqft)	DEL202001037
Regional Business office (RBO) Etah	New	Post Office Road, Etah	186 sqm (2000 sqft)	47 sqm (500 sqft)	DEL202001038
RACC Etah	New	Post Office Road, Etah	139 sqm (1500 sqft)	37 sqm (400 sqft)	DEL202001039
District sales Hub (DSH), Mathura	New	Junction road, Mathura	139 sqm (1500 sqft)	37 sqm (400 sqft)	DEL202001040

- 2. Premises should be ready for possession / occupation or expected to be ready within 2 months from the last date of submission of proposal. Preference will be given to the premises owned by the Govt. departments / Public Sector Units / Banks.
- 3. The format for submission of the "Technical Bid" containing detailed parameters, terms and conditions and "Price bid" can be downloaded from SBI website www.sbi.co.in or https://bank.sbi "under Important Links procurement news" from 14.01.2020 to 28.01.2020.
- 4. A processing fees of Rs.5,000/- (Rupees Five Thousand Only) non-refundable to be paid for each only through **SB Collect payment portal** available in SBI site https://www.onlinesbi.com in favour of "SBI Infra Management Solutions Pvt. Ltd" & receipt to be enclosed for each proposal along with the "Technical Bid". Processing fee shall not be refundable.
- 5. The offers in a sealed cover complete in all respects should be submitted on or before 3:00 p.m on 28.01.2020 during working hours at the following address:

SBI Infra Management Solutions Pvt. Ltd.,

State Bank of India, Administrative Office, Ground floor, 59-61/4, Sanjay Place, Agra-282002,

The SBIIMS/SBI reserves the right to accept or reject any offer without assigning any reasons thereof. No Brokers please.

.Tel **0562-2551198**

Circle Head & Vice President (Civil)

TECHNICAL BID (COVER-A)

TERMS AND CONDITIONS OFFER / LEASING OF OFFICE PREMISES

Important points of Parameters -

1	Built up Area	As specified in NIT	
2	Open parking area	As specified in NIT	
3	Amenities	24 hours water facility, Generator power back up, Electricity etc.	
4	Possession	Ready for possession / occupation	
5	Premises under	May be considered and the owner will have to construct the	
	construction / Plot	building within 6 months as per Bank's requirement.	
6	Desired location	As specified in NIT	
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority(ii) Govt. Departments / PSU / Banks(iii) As specified in NIT	
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.	
9	Initial period of lease	10 years	
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids	
11	Validity of offer	Minimum 4 months from the date of submission of the offer	
12	Stamp duty / registration charges	To be shared in the ratio of 50:50.	
13	Fitment Period	2 months rent free fitment period for completion of interior furnishing work by Bank after handing over of the premises to Bank.	
14	Frontage	Premises having more than 10 meter frontage will be given preference.	

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 SBIIMS / 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 lease period will be for 10 years with increment in rent after 5 years (viz. total lease period will be of 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 15% 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 / 10 years.
- 1.2 Tender document received by the SBIIMS after due date and time shall be rejected.
- 1.3 The bidders/lessors are requested to submit the tender documents in separate envelope superscribed on top of the envelope as Technical or commercial as the case may be (TECHNICAL BID AND PRICE BID) duly filled in with relevant documents/information at the following address:

The Vice President (Civil)

SBI Infra Management Solutions Pvt Ltd

Agra Office,

State Bank of India, Administrative Office,

Ground floor, 59-61/4, Sanjay Place, Agra- 282002

Tel No. 0562-2551198

- 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 SBIIMS/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 minimum **4 (four) months** to be **reckoned from** the last date of submission of offer i.e. **28.01.2020**

- 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 SBIIMS/SBI reserves 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.
- 1.9 Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
- 1.10 The short listed lessors will be informed by the SBIIMS/SBI for arranging site inspection of the offered premises.
- 1.11 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/ ground 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 details of parameters and its weightage for technical score has been incorporated in Annexure I. 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 Committee of the SBIIMS/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.

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 premises is as follows:

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

- 1.17 The floor wise area viz. Ground, First, Basement if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces offered should be indicated separately.
- 1.18 The successful bidder/lessor should arrange to obtain the municipal license/ NOC/ approval for a) Banking activities in the premises and b) Layouts etc from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Bidder/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 25 KW will also have to be arranged by the bidder/lessor at his/her cost from the State Electricity Board or any other private electricity company in that area etc. and NOC and the space required for installation and running of the generator, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, V-SAT, etc will also have to be provided within the compound by the bidders/lessor at no extra cost to the Bank.
- 1.19 Bidder / Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.
- 1.20 The bidder/lessor shall obtain / submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior renovation work can commence, in case of unfurnished premises.
- 1.21 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.
- 1.22 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.

1.23 Electricity & Water charges will be borne by the Bank provided the requisite connection are

arranged by the landlord in the name of Bank.

1.24 All civil works such as ATM Rooms, Toilets, Store room, Pantry with all accessories

and doors etc. as per Bank's requirements, cash room with cash room door and ventilation as

per Bank's specifications, Rolling shutter, collapsible Gate at entry, doors & windows, ramp

with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring,

inside and outside painting with acrylic emulsion paint / synthetic enamel paint etc., windows,

safety grill etc as advised by the Bank directly or through Bank's appointed Architect will be

carried out by landlord at their own cost before handing over possession to the Bank.

Landlord will submit approved plan, Competent Authority permission, structural stability and

soundness certificate before possession by the Bank.

1.25 Interior works like loose furniture, dry wall partition system, cubicles, and cabins false

ceiling. AC lighting fixtures, signages, compactors for storage, electrical wiring for interior

work etc, will be done by the Bank at its own cost as per requirement.

1.26 The SBIIMS/SBI reserves the right to use theses premises for other's own commercial activities

also.

Place:	
Date:	Name & Signature of bidder /
lessor	

Annexure 'A'

GENERAL SPECIFICATIONS FOR CONSTRUCTION / ADDITIONS, ALTERATIONS OF BRANCH BUILDING TO BE CARRIED BY OWNER ON HIS OWN EXPENSES AND BANK'S OTHER TERMS & CONDITIONS

SPECIFICATIONS:

- 1. Building will consist of R.C.C. framed structure with first class construction & all peripheral walls will be 23 cm. Thick.
- 2. All partition walls will be 11.5 cm. Thick and will have 6mm steel @ third course.
- 3. Floor finish of Banking hall / B.M.'s room / toilets / canteen / locker / system/conference-double charged vitrified tiles/granite of approved shade, duly covered with pop & polythene to avoid damage from interior works. The Open area will be of Kota stone/cement concrete pavers.
- 4. Wall finish Internal-plastic emulsion/oil bound distemper /enamel paint of approved shade / make. External--water proof cement paint-apex or stone cladding or front structural glazing as per case.
- 5. M.s. Grill for windows 16 mm square bars @ 7.62 cm. C/c both ways in frame with openable window for air-conditioners/desert coolers.
- 6. Main entry to have rolling shutter, collapsible gate & exit will have collapsible gate & rolling shutter.
- 7. Building should have floor to ceiling height aprx-3.66 m.
- 8. In toilets, pantry & drinking water area wall tiles of approved make / shade upto full height will be fixed.
- 9. All sanitary & C.P. Fittings will be of approved make as per bank's approval.
- 10. In case of non-currency chest branch, cash and locker room will have iron collapsible door & double flanged iron sheet door (size-4'x7').
- 11. In case of other doors, it shall have wooden frame (choukhat) with 38 mm block board shutter doors.
- 12. Only in case of RCC strong room & RCC locker room, door & ventilator will be supplied by bank, otherwise all other doors will be provided by owner.
- 13. Windows shall have suitable shutters so as to accommodate desert coolers or air-conditioners in it.
- 14. All rooms are to be provided with suitable openings for ventilators/exhaust fans (12"x12").
- 15. For cash room (non-currency chest branch) it will be constructed with 9 inches thick brick walls, duly plastered.

- 16. Pantry will have granite platform 2 feet wide with steel sink.
- 17. In case of non-currency chest branch, safe will be embedded with RCC in cash room.
- 18. Owner shall engage qualified Architect/Engineer for complete planning/supervision of construction etc.
- 19. ATM room, stationary, record room, pantry, toilets (gents & ladies), ramp for physically challenged etc. to be constructed as per layout plan given by bank and expenditure in this regard will be borne by owner. Floors are to be structurally strengthened to sustain additional live load of approx. 15-20 ton on account of lockers /cash safes.
- 20. Periodical maintenance of building to be done by owner.
- 21. Followings to be furnished by owner through architect engaged by them, before possession of premises is taken by bank
- Structural suitability certificate of premises.
- Approved Layout Plan from Local Civil Authority for bank's commercial use.
- Built up area certificate.
- Completion certificate as per plans/specifications provided by bank.
- "NOC" from civic authority for commercial use of premises.
 - 22. Suitable place to be provided for display of bank's sign boards, hanging of outdoor unit of air-conditioners and v-set with monkey cage on roof top (no rent for this facility).
 - 23. Twenty -four hours un-interrupted water supply arrangement to be made by way of underground / overhead tank & submersible pump exclusively for bank.
 - 24. In case of floor lower or upper of strong/locker room, if not with bank, it will be left vacant for security reasons and if it is not being rented to bank at present, bank's permission will be required in future to let it out to other party, if bank's requirement does not exist then.

ANNEXURE – I **PREMISES REQUIRED ON LEASE**

Parameters based on which technical score will be assigned (NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

S. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Distance from Desired Location	As per NIT : 10Not as per NIT : 0	10	
2	Premises location, nearby surroundings and approach road	 Commercial Market place on main road 10 Commercial Market place on narrow approach road : 5 Partly Commercial / Residential on narrow approach road : 2 	10	
3	Availability of Premises in respect of branch on	 Ground floor : 20 GF + FF : 10 FF : 5	20	
4	Frontage	 Above 10 metres: 10 7 m to 10 m: 5 Less than 7 m: 0 	10	
5	Exclusive Parking for SBI	As per NIT : 1050% of NIT : 5Otherwise : 0	10	
6	Quality of construction, Load Bearing/RCC Framed Structure, Ventilation	 Excellent: 15 Good: 10 Satisfactory: 5 Unsatisfactory: 0 * (in case of plot, average marking will be given) 	20	
7	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	20	
	Total		100	

Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises short-listed – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

Financial quotes for three premises are as follows:

A: Rs.300 per sqm for floor area

B: Rs.250 per sqm for floor area

C: Rs.210 per sqm for floor area

3. As desired on is lowest, to work out percentile score, we will get

A:
$$(210/300)*100 = 70$$

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

A:
$$(100*0.70) + (70*0.30) = 91$$

C:
$$(69.23*0.70) + (100*0.30) = 78.46$$

DETAILS OF OFFER (COVER-A)

OFFER SUBMITTED FOR LEASING PREMISES

With re	With reference to your advertisement in the dated					
We hereby offer the premises owned by us for housing your branch / office on lease basis:						
Ganar	al Information:					
Genera	General Information:					
1	Name of the owner					
2	Address of Property					
3	Address of owner					
4	Telephone / Mobile No.					
5	Email address					
<u>Techni</u>	cal Information (Please√ a	t the appro	priate option)			
a. Build	ling - Load bearing	Fra	med Structure			
b. Build	b. Building – ResidentialInstitutionalIndustrial Commercial					
c. No. o	of floors					
* Year of construction and age of the building						
e. Deta	ils of Floor / Plot of the offere	d premises				
	l evel of Floor	<u> </u>	Built up area			
			(as per IS code 3861-2002)			
	Ground Floor					
	First Floor					
	Second Floor					
	And so on					
	Total Built Up Area					
Note- T	he rentable area shall be in a	accordance	with the one mentioned under clause/para			

1.16 of Technical Bid.

Description	Yes	No
Building ready for occupation If no, how much time will be required for occupationwith end date		
Electric power supply and sanctioned load for the floors (KVA)		
Running Municipal Water Supply		
Whether plans are approved by the local authorities (Enclose copies)		
Whether NOC from the department has been received		
Whether occupation certificate has been received (Enclose copy)		
Whether direct access is available, if yes give details		
Whether exclusive parking facility has been provided		

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

Place:	
Date:	Name and signature of lessor with seal

PRICE BID (COVER-B)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in thedated /_ /2020 and having					
studied and understood all terms and conditions stipulated in the newspapers advertisement					
and i	and in the technical bid, I/We offer the premises owned by us for housing your branch/office at				
	OI	n lease basis on the follo	wing terms and co	nditions.	
Gene	eral Information:		J		
1.	Name of the owner				
2	Address of Property				
3	Address of owner				
4	Telephone / Mobile No.				
5	Email address				
Rent	_				
Leve	l of Floor	Built up Area (sq.ft) As per IS code 3861- 2002	Rent per sq. ft. per month (Rs.)	Total rent per month of floor area (Rs.)	
Grou	Ground Floor				
First Floor					
	Maintenance charge per month (if any)				
Total	Total Rent				
The service tax/GST if levied on rent paid by us shall be reimbursed by the SBI, to the					

Ine service tax/GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of receipt of such payment of tax to the Govt.

Declaration

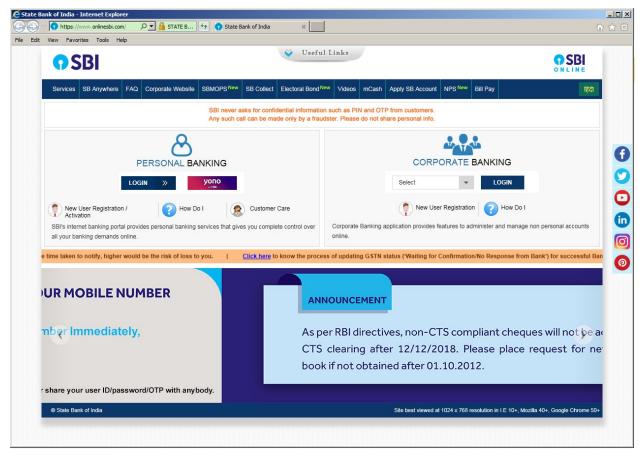
We have studied the above terms and conditions and accordingly submit an offer and will abide by the said terms and conditions in case our offer of premises is accepted.

Place:

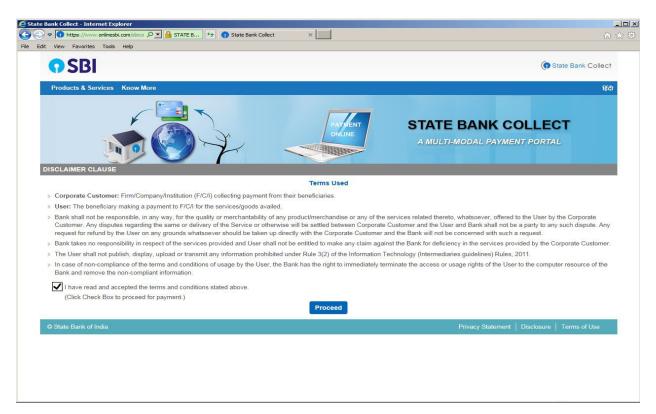
ONLINE TENDER FEE PAYMENT PROCEDURE

The undernoted will be the process flow for the online payment, bidders may refer for their convenient use:

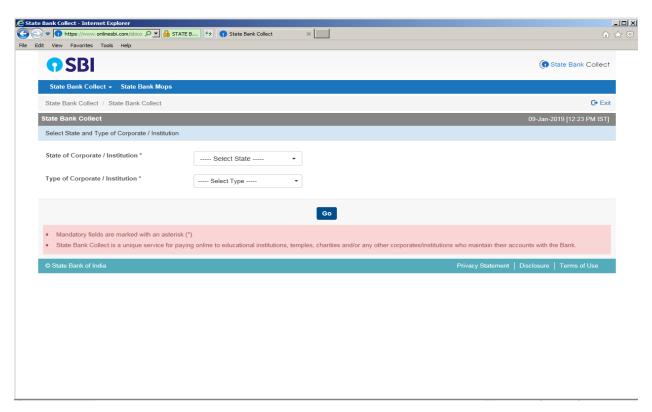
The bidders needs to use SBI internet banking site https://www.onlinesbi.com/.



Select "SB Collect" from Top Menu, that will lead to the next page:

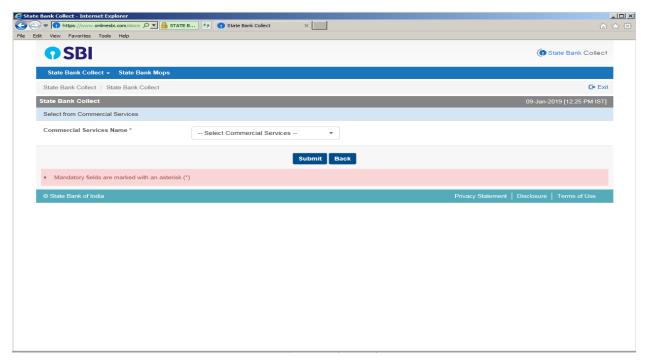


"Proceed" will lead to the next page:

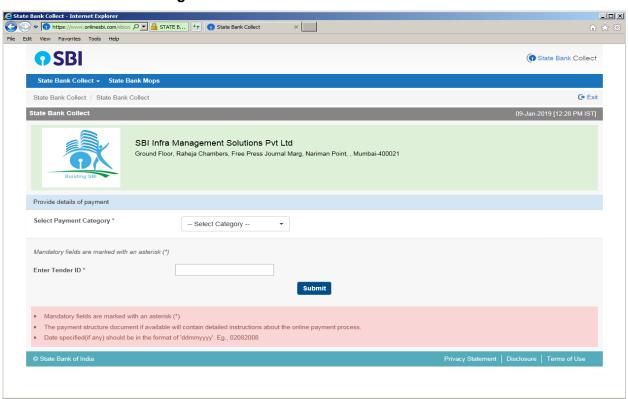


Select "All India" in "State of Corporate / Institution" & Select "Commercial Services" in "Type of Corporate / Institution".

"Go" will lead to the next page:

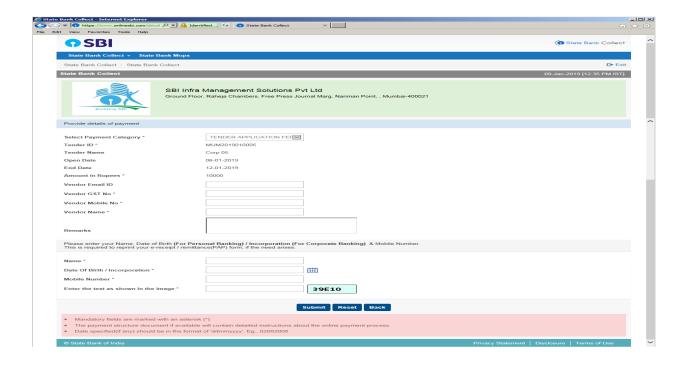


Select "SBI Infra Management Solutions" in Commercial Services Name and "Submit"



Select "Tender Application Fee" in "Payment Category" and enter the "Tender ID" exactly as we preloaded with characters in Uppercase only in place of Circle Codes.

The next Page will be ready with few of the Preloaded Tender Details:



The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.