FOR NEWSPAPER

(to be advertised in newspaper/website)

STATE BANK OF INDIA

PREMISES DEPT., 9TH FLOOR,
STATE BANK BHAVAN, CORPORATE CENTRE,
NARIMAN POINT, MUMBAI – 400 021

PREMISES REQUIRED ON LEASE

State Bank of India invites offers from **owners / Power of Attorney holders** for premises on lease rental basis for Commercial / Office use having built up area of about **15,000 sft. (+/- 10%)**, located in **Cuffe Parade / Nariman Point areas**, Mumbai only, preferably on a main road with adequate open / covered parking space. The **entire space** should preferably be **on one single floor** and **maximum contiguous 2 floors but one of the floors should not be less than 10,000 sft. Premises should be ready for possession / occupation.** The format for submission of the technical bid containing detailed parameters, terms and conditions and price bid can be downloaded from the Bank's website **www.sbi.co.in** or **www.statebankofindia.com** under 'procurement news'. **Preference** will be given to the premises owned by the **Govt.** departments / Public Sector Units / Banks.

The offers in a sealed cover complete in all respects should be submitted to this office on or before **3.00 pm on 27.02.2017 during working days**. The Bank reserves the right to accept or reject any offer without assigning any reasons therefor. No Brokers please.

sd/-

Dy. General Manager (Premises)

FOR WEBSITE

TECHNICAL BID

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 to envelopes be placed **in a single cover superscribing "Tender for leasing of Office premises to The DGM Premises, State Bank of India, Premises Dept., 9th Floor, State Bank Bhavan, Corporate Centre, Nariman Point, Mumbai - 400 021."**

Important points of Parameters -

1	Built up Area (BUA)	15000 sft. +/- 10% i.e. 13500 to 16500 sft. with adequate open / covered car parking space
2	Possession	Ready possession / occupation
3	Premises under construction	Will not be considered
4	Desired location	Cuffe Parade & Nariman Point areas only
5	Preference	(i) Fully furnished premises (ii) Single floor (iii) Govt. Departments / PSU / Banks (iv) Maximum 2 contiguous floors but one of the floors should not be less than 10000 sft.
6	Unfurnished premises	May be considered. However interiors will have to be done by the landlords as per the requirements of the Bank. The approx. cost of interior work may be taken as Rs.2500 per sft. by the landlords.

7	Initial period of leave & license / lease	5 + 5 years with an option to renew for a further period of 5 + 5 years on mutually negotiated rates after a period of 10 years.
8	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
9	Validity of offer	4 months from the date of submission of the offer
10	Stamp duty / registration charges	To be shared in the ratio of 50:50.

TERMS AND CONDITIONS

1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the Bank's empanelled advocate at his own cost. The successful vendor will have to execute the lease deed as per the standard terms and conditions finalized by the Bank 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 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 + 5 years.

1.2 **Tender** document **received** by the Bank **after** due date and time i.e. **27.02.2017 at 3.00 pm shall be rejected**.

1.3 The 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 Dy. General Manager
State Bank of India,
Premises Dept.,
9th Floor, State Bank Bhavan,
Corporate Centre,
Madame Cama Road,
Nariman Point,
Mumbai- 400 021.

1.4 All columns of the tender documents must duly filled 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 tendered. Any over-writing or use of white ink is to be duly initialed by the tenderer. The Bank 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 **4 (four) months** to be **reckoned from** the last date of submission of offer i.e. **27.02.2017** i.e. upto **June 2017**.

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** will be **opened on 27.02.2017 at 3.30 pm** in the presence of tenderers who choose to be present at our above office. All tenderers are advised in their own interest to be present on that date at the specified time.

1.9 **The Bank reserves the right to accept or reject any or all the tenders without assigning any reason therefor**. 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 Bank 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 having interior and furnishing work already done/ 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**. **In case of unfurnished premises**, it may please be noted that the **landlord will be required to do civil/interior/furnishing work** like flooring/false ceiling/wooden partitions/cabins/work stations etc. and the connected electrical wiring/data cabling/fire fighting works etc. as per the plan and specifications approved by the Bank. The price bid will be submitted accordingly as given in the price bid annexure.

1.14 Preference will be given to the buildings on the main road.

1.14a 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 Bank 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 Bank every month for the rent due to them indicating the service tax component also in the bill separately**. The bill also should contain the service tax registration number 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 otherwise, the service tax if levied on rent paid by landlord directly, shall be reimbursed by the Bank to the landlord on production of such payment of tax to the Govt. indicating name, address and the service tax registration number of the landlord.

1.16 **The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises** depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

1.17 Mode of measurement for premises is as follows:
Rental will be paid on the basis of plinth / built up area which will be measured as per relevant IS code.

1.18 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.**

1.19 In case of unfurnished premises, **the successful lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from BMC/collector/town planning etc. for carrying out the interior**

furnishing of the premises. Lessor should also obtain the **completion certificate** from Municipal authorities after the **completion of interior furniture work.** The required **additional electrical power load will also have to be arranged by the lessor at his/her cost** from BEST/BSES/MSEB/Reliance energy etc. and NOC and the space required for installation and running of the Bank's generator will also have to be provided within the compound by the lessors at no extra cost to the Bank.

1.20 **Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.**

1.21 The lessor shall obtain/submit the proposal to MCGM/Collector/town planning 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.

1.22 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. In case of fully furnished premises, acceptable to the Bank, lease agreement can be executed immediately on completion of procedural formalities of the Bank. The lease agreement will include interalia, a suitable exit clause and provision of de-hiring of part/full premises.

Place:

Date: Name & Signature of lessor with seal if any

Technical Bid continued on next page

TECHNICAL BID

DETAILS OF OFFER

OFFER SUBMITTED FOR LEASING PREMISES

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for housing your branch / office on lease basis:

General Information:

Location as name of the nearest local railway 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	

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	**Built up area**
Ground Floor	
First Floor	
Second Floor	
And so on	
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.17 of Technical Bid.

Building ready for occupation - Yes/No

If no, how much time will be required for occupation ---------- with end date.

Amenities available

Electric power supply and sanctioned load for the floors
Offered in KVA (Mentioned) Yes/No

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
Enclose copy Yes/No

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

Whether fully air conditioned or partly air conditioned Yes/No

Whether lift facilities are available Yes/No

No. of car parking/scooter parking which can be offered Yes/No
Exclusively to the Bank.

Declaration

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.

Place:

Date: Name and signature of lessor with seal

(TO BE SUBMITTED IN A SEPARATE ENVELOPE)

STATE BANK OF INDIA

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PRICE BID

With reference to your advertisement in the _____ dated ____ and having studied and understood all terms and conditions stipulated in the newspapers and website advertisement and in the technical bid, I/We offer the premises owned by us for housing your branch/office on lease basis on the following terms and conditions:

General Information:

Location:

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	

Rent:

Level of Floor	Built up Area	Rent per sq.ft. of built up area# without interior renovation work **(a)**	Rent for interior furnishing in case of furnished premises **OR** Extra rent for Civil/ Interior/furnishing like flooring/false ceiling/	Total rent per sq.ft. of built up area per month **(c=a+b)**

			wooden partitions/cabins/ work stations etc. and the connected electrical wiring/data cabling/ fire fighting work required to be carried out by the landlord as per plan and specifications approved by the Bank. The **approx. cost for above work per sq.ft. can be considered about Rs.2,500 per sft.** However, no extra claim will be entertained if unit rate of above work increases. The capital expenditure for above work may be taken for 10 years. After 10 years new interior and furnishing work will be required to be carried out **(b)**	
Ground Floor				
First Floor				
Second Floor				
And so on				
		Total Rent		

Rent, if any, for covered / open Car Parking Rs. _____ (Rupees _____ only)

Rentable area will be based on built up area of the floor in accordance with the one mentioned under para / clause / item 1.17 of technical bid. Please note that **the rent should be inclusive of municipal taxes/cess, service charges like society charges, maintenance charges etc. and will not be paid separately by the Bank.**

The service tax if levied on rent paid by us shall be reimbursed by the Bank to the landlord on production 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:

Date: Name & Signature of lessor with seal if any

MV/Premises on lease –offer till 27.02.2017

ANNEXURE - I

STATE BANK OF INDIA

PREMISES DEPT., 9TH FLOOR,
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NARIMAN POINT, MUMBAI – 400 021

PREMISES REQUIRED ON LEASE

Hiring of Commercial Building approx. 15,000 sq.ft. +/- 10% area at _____
Name of firms

	GRADING PARAMETER	**WEIGH TAGE**						
1	LOCATION CONFORMS TO SPECIFICATION	3						
2	ADDRESS	2						
3	ACCESSIBILITY	2						
4	FRONTAGE	2						
5	POSSIBILITY OF SIGNAGE	2						
6	ENTRANCE LOUNGE	2						
7	LIFT FACILITY	1						
8	TOILET FACILITIES	1						
9	A/C FACILITIES	2						
10	STRUCTURAL SOUNDNESS	1						
11	EXTERNAL ELEVATION	1						
12	NATURAL LIGHT & VENTILATION	1						
13	AVAILABILITY OF ADDITONAL ELECTRIC LOAD	1						
14	WATER SUPPLY POSITION	1						
15	FIRE FIGHTING ARRANGEMENTS	1						
16	LOCATION OF SPACE OFFERED	1						
17	PARKING	3						
18	DENSITY OF TENANTS	2						
19	OUR PROMINENCY IN PREMISES	2						
20	AVAILABILITY OF SPACE FOR OCCUPATION (TIME)	2						
21	PROXIMITY TO BUS STOP	1						
22	PROXIMITY TO RAILWAY STATION	1						
23	SAFETY/SECURITY	1						
24	COMMUNICATION FACILITIES	1						
25	PLANNING AND UTILIZATION OF SPACE	3						
26	RESISTANCE FOR NOISE POLLUTION	1						
27	LONGETIVITY OF BUILDING	1						
28	REPUTAITION OF OWNER / BUILDER	2						
29	QUALITY OF CONSTRUCTION: SPECIFICATIONS OF ITEMS,	3						

	FIXTURES, FINISHING ETC.							
	GRADING PARAMETER	**WEIGH TAGE**						
30	INTERIOR AND FURNISHING WORK ALREADY DONE	3						
31	FLOOR RISE Upto 10th floor --- Score - 1 11th to 15th floor -- Score -2 16th to 20th floor -- Score- 3 21st and above -- Score - 4	2						

GRADING REFERENCE:

EXCELLENT - 4
GOOD - 3
AVERAGE - 2
POOR - 1