



STATE BANK OF INDIA
REGIONAL BUSINESS OFFICE, REGION -I
G S ROAD, ABC POINT, GUWAHATI-781005

REQUIRES LEASED PREMISES

State Bank of India invites offers from the owners/ Power of Attorney holders of RCC premises (ready built / under construction / to be constructed), measuring approximately 3000 sq.ft. for immediate occupation for shifting of their under mentioned Branches at the following locations, preferably at Ground floor / First floor with 12 meter (40 feet) frontage on main road with adequate space for vehicle parking, water supply, 3-phase power connection with dedicated Transformer for adequate power supply as per Bank's requirement, Generator, vitrified tiles flooring with complete painting, structurally sound building with adequate load bearing capacity for keeping Bank's records, documents, safes, almirahs, furniture and fixtures etc. at the following center/location:

Sl.No	Branch/ Center	Center/ Location
1	Jyotikuchi Branch	In and around Lalganesh / Market area, Guwahati-34
2	Kalipur Bhutnath Branch	In and around of Kalipur Bhutnath to Kamakhya gate area Guwahati -9

Intending parties may collect the application from the Assistant General Manager, SBI, Regional Business Office, Guwahati Metro or from SBI, Jyotikuchi Branch and Kalipur Bhutnath Branch during office hours or can be downloaded from Bank's website www.sbi.co.in or www.statebankofindia.com under Procurement News and submit their offers to the above address in **two separate sealed covers** super scribed **"Technical Bid" and "Price Bid"** for building within 21 days from the date of this advertisement. No brokerage shall be paid by the Bank. Priorities will be given to the premises owned by Public Sector Units/ Govt. Departments. The Bank reserves the right to accept or reject any offer without assigning any reason thereof. Any query in this regard may contact the following mobile nos :94017-26675 and 94355-52499.

Place: Guwahati
 Date: (date of publishing notice)
 Guwahati

sd/-
 Assistant General Manager, RBO-I,

INSTRUCTIONS FOR FILLING UP THE FORMS
AND TERMS AND CONDITIONS - BIDS FOR LEASING OF PREMISES
READY BUILT BUILDING FOR STATE BANK "JYOTIKUCHI BRANCH"/"KALIPUR BHUTNATH BRANCH"
AT SPECIFIED AREA OF GUWAHATI

The following terms and conditions have been agreed by me/us and the following particulars have been enclosed: -

- (i) Detailed Terms & Conditions stipulated by the offerers & submitted along with the Technical Bid.
- (ii) Format on which Technical Bid for leasing of premises is to be submitted (**Annexure 'A'**)
 - a. All the forms viz. Technical and Price Bids should be filled-up correctly and legibly.
 - b. Technical and Price Bids should be put in separate sealed envelopes. The envelopes should be superscribed as "**Technical Bid**" and "**Price Bid**".
- iii. The Name, address, mobile and telephone number of the bidder need to be mentioned on each envelope. **The rent per sq. ft. of Built up Area/Plinth area should be mentioned neither in the Technical Bid nor in the Terms & Conditions.**
- iv. A copy of Terms & Conditions duly signed should be enclosed along with the Technical Bid.
- v. Please note that bids received with changes/amendments in the standard Terms & Conditions are liable for rejection.
- vi. Bids not accompanied by duly signed Terms & Conditions are liable for rejection.
- vii. 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.
- viii. Site plan of the building offered should be enclosed with the Technical Bid.
- ix. Please note that conditional tenders are liable for rejection.
- x. The Bids are to be submitted at the The Assistant General Manager State Bank of India, Regional Business Office – I , 6th floor, Swagota Square, ABC, G S Road, Guwahati-781 005
- xi. Bidders are advised to make it convenient to be present at the time of opening of the Bids, which will be informed in due course through SMS/phone call to the bidders.
- xii. The envelope with Technical Bid should contain the following:-
 - (i) Technical Bid on the specified format
 - (ii) A copy of the detailed Terms & Conditions, annexure, etc. duly signed by the owner(s).
 - (iii) A photocopy of the Title Deed of the building/property offered.
 - (iv) A photograph of the building/property offered.

- (v) Drawing (Plans of different floors offered) of the building/property offered.
- (vi) Offerer should give his/her/their consent in respect of the important terms and conditions mentioned below and other information on offered premises on lease basis.
- (vii) A pre-bid meeting will be convened for clarifications of doubts related to bids, if any with prospective bidders, and will be notified suitably in due course.

SIGNATURE OF THE OWNER/S

a) Weightage Percentage For Technical Evaluation: - The technical evaluation will be carried out to finalize the marks obtained on various parameters of technical bid. Weightage of 50% will be assigned to the qualitative aspects of the parameters mentioned in the technical bid and 50% weightage will be considered for price bid. For techno – commercial evaluation process, details are enclosed as **ANNEXURE I,II,III,IV & V**. The offers will be arranged in order of merit based on the total marks (Sum of weightage Marks for technical bid and that of price bid).

b)

Measurement Of rentable Area: The measurement of rentable area should be as per actual measurement. Built up Area/Plinth area will be measured as per IS-3861:2002. Area of staircase cabin, terrace area, over head and underground storage tank, pump rooms, architectural feature, canopies, compound pavement, chhajjas, parking area etc. are not to be considered in the rentable area for payment. The projected niches / cupboard spaces having height less than 9 feet, and breadth less than 3 ft. 6 inches will not be considered. **The rentable area will be finalized after taking measurement as per the mode of measurement mentioned above jointly by the Bank and the owner.**

c) Evaluation Of Weightage For Price Bid: - The offerer submitting the lowest quoted rate per sq.ft. of rentable area as per norms specified by the bank as above, will obtain full marks for evaluation of weightage for Price Bid and others will get lesser marks on pro rata basis. It is needless to mention that weightage for Price Bid has been 50% for deciding the final merit list.

d) Agreement :- The successful offerer will have to execute and register the agreement for lease, the draft of which will be finalized in consultation with the Law Dept./Advocate of the Bank within a reasonable time to be mutually decided and agreed upon. Fifty percent of expenses for execution of lease agreement for payment of stamp duty and registration fees will be borne by the owner of property. Lease period will be for 10 years (5+5) with suitable increase after first 5 years

e) Certificates :- Building use certificate, approved drawings from civic authority, Fire Safety certificate and Earthquake resistance certificate from the Govt. authorities or any appropriate authority should be submitted at the time of submission of the offer in separate envelopes superscribed "Certificate for Fire and Earth Quake" along with the technical bid. Owner of the property has to submit permission letter/documents from the Revenue Authority to give the property in lease for commercial use.

f) Completion Time :- Time is the essence of the contract, hence, offerer has to complete all the formalities including handing over the possession after carrying out additions/alterations as per the Bank's requirements along with occupation certificate and lease deed within 4 months from the date of issue of acceptance letter.

(g) Please note that the unreasonable offers where the rates quoted are considered higher than prevailing market rates will be rejected at the discretion of the Bank.

(h) Please note that all the civil works such as painting; vitrified flooring; construction of required toilets including sanitary fittings, record rooms, vault room , locker room , stationary rooms, pantry, dining, doors, windows, grills, collapsible gates, rolling shutters etc. and provision of sufficient nos. of lifts, electrical wiring , provision of power supply including supply & installation of adequate transformers for required connected load, as per area, are to be provided as per the Bank's approved make/type/brand and as per the Bank's requirements. Also owner to provide parking space (approx. 25 -35 % of leased area) as per Bank's requirement and space for keeping DG sets **free of rent.**

SIGNATURE OF THE OWNER/S

ANNEXURE 'A'

DATE:

**The Assistant General Manager
State Bank of India,
Regional Business Office – I
6th floor, Swagota Square
ABC, G S Road
Guwahati-781 005**

**OFFER SUBMITTED FOR
TECHNICAL BID**

With reference to your advertisement in the local dailies dated I/We hereby offer the property owned by me/us for leasing of premises to you:

GENERAL INFORMATION:

A. LOCATION:

1.

a) Name of the building

b) Door No.

c) Name of the street

d) Pin Code

2. Please give the details of the following;

(a) Name of the ward/locality

(b) Proximity of railway station, post office, bus stand, Treasury

(c) Availability of :

(i) School

(ii) Market

(iii) College

(iv) Hospital

(d) Time required to reach our Administrative Office, Guwahati by normal transport

(e) Availability of Public transport.

P7/16

B. NAME OF THE OWNER(S):

Address: _____

—

—

Contact Nos. _____, Mobile _____
Landline: _____

C). TECHNICAL INFORMATION:

For ready built building

- i) Building – Load bearing..... OR Frame structure.....
- ii) Type of building – Residential..... OR Institutional.....
- iii) Nos. of floors.....
- iv) Year of Construction.....
- v) Built up Area/Plinth area of the building as per the mode of measurement mentioned above for payment purpose. :

Basement.....Sq.ft. GF:
.....Sq.ft.

FF.....Sq.ft. SF.....Sq.ft.
Etc.
- vi) **Building ready for occupation: Yes/ No. (Please specify the time required for handing over after carrying out additions/alterations as per the Bank's requirements mentioned in the press advertisement.**

vi(a) Amenities available :

a)	Electric Power supply (3phase/single phase); Connected Power load.....KW	YES/NO
b)	Whether separate transformer installed	YES/NO
c)	Running water supply (Bore well/Municipal supply)	YES/NO
d)	Whether plans are approved by the local authorities	YES/NO
e)	Whether NOC from the department/Local Authority obtained	YES/NO
f)	Whether occupation certificate has been received from Local Authority	YES/NO
g)	Whether direct access is available from the main road	YES/NO
h)	Whether boundary wall constructed (Brick Wall// Wire fencing)	YES/NO
	Whether modern fire fighting system installed	YES/NO

Please strike out which are not applicable

vii) Building/property surrounded by:

East _____ , West, _____,

North _____, South _____

viii) Level of the plot in respect of the nearest main road:_____

ix) Copy of the legal Documents of the property: Enclosed//Not enclosed

x) Following details along with supporting documents are to be furnished.

(a) Height of plinth/existing ground level above road level

(b) Specifications of the construction of major items for the propose building

(i) Walls

(ii) Floor

(iii) Roof

(iv) Water proofing treatment/Finishing etc.

(c) Amenities provided (If Any) such as :

- (i) Built in wardrobes / cupboards in rooms including materials of construction
- (ii) Wash basin
- (iii) Toilet type Indian / European and flushing cistern capacity
- (iv) Water heaters, storage / instantaneous
- (v) Fans and lights – Nos. , sizes and types
- (vi) Shelves, lofts, if any, over and above those mentioned above
- (vii) Grills for the windows
- (viii) Night latch, safety chain, peephole, etc. for the main door
- (ix) Capacities of overhead tank in the building if any, with automatic float system

xi) Ancillaries : (Write Yes/No, If yes ,give the details)

- (a) Overhead and underground water tank if any, capacity /type
- (b) Paving of compound and parking arrangements for cars/two wheelers (Specify the number)
- (c) Compound wall, internal roads, storm water drains etc.
- (d) Pumps and standby ones / underground reservoir, overhead tank incorporating local fire fighting regulations if any.
- (e) Emergency power supply for lift, water supply etc. (D.G. set)
- (f) Watchman's post,

SIGNATURE OF THE OWNER/S

List of Enclosures:

ANNEXURE 'B'

DATE:

**The Assistant General Manager
State Bank of India,
Regional Business Office - I
6th floor, Swagota Square
ABC, G S Road
Guwahati-781 005**

OFFER SUBMITTED FOR
PRICE BID

With reference to your advertisement in the local dailies dated I/We offer the premises owned by me/us on lease basis to you as under;

General Information:

1. Location:

a) Name of the building : _____

b) Door No. : _____

c) Name of the street : _____

d) Name of the city/Town : _____

e) Pin Code : _____

2. Name of the owner(s):

Postal address _____

Contact Nos. Mobile _____ Landline: _____

3. **Rent per Sq. Ft. of Builtup/Plinth area as mentioned above. :**

In Figure _____

(In Words Rupees _____)

Please note that Municipal taxes/cess, service charges etc. to be borne by the owner except the service tax, which will be reimbursed by the Bank on based on the original copy of the voucher/Govt. chalan produced by the owner. The rentable area will be finalized after taking measurement as per the mode of measurement mentioned above jointly by the Bank and the owner.

SIGNATURE OF THE OWNER/S

ANNEXURE - I

ASSESSMENT OF LOCATION FACTOR

Sl. No.	PARAMETERS
1	Location in respect of the locality (Surroundings)
2	Proximity to LHO/AO, Guwahati
3	To and fro travelling time from LHO/AO, Guwahati
4	Connectivity to other area of the town
5	Proximity to nearest local Bus stop/availability of public transport
6	Nearness/Distance from nearest local railway station
7	Proximity to Airport
8	Proximity to nearest Hospital
9	Proximity to nearest Local Market
10	Distance from Main road

ANNEXURE - IITECHNO COMMERCIAL EVALUATION - CALCULATIONS FOR TECHNICAL WEIGHTAGE

SL. No.	PARAMETERS
1	Location factor (# please refer Annexure 'I')
2	Reputation of the owner as assessed from market perception with its outlay etc.
3	Time required to deliver possession of the Premises
4	Nearby surroundings, approach road etc.
5	Orientation of the Premises
6	Width of road in front of the Premises
7	Construction of Basement
8	Resistant to Noise pollution
9	Resistant to dust pollution
10	Resistant to smoke pollution
11	Safety / Security of the area
12	Nature of properties adjoining the Premises
13	Encroachments, encumbrances, if any, like H.T. lines, Telephone lines, wells, drains etc.
14	FSI permissible and whether it utilized fully
15	Susceptibility to flooding or proneness to water logging during monsoon
16	Services :
17	Availability of Water Supply (corporation water or with OHT and sump)
18	Availability of Sewerage disposal system (Municipal Sewerage)
19	Availability of Drainage system
20	Availability of Electricity
21	Availability of any approach road to the Premises
22	Availability of Space
23	Overall suitability of the Premises

TECHNO COMMERCIAL EVALUATION - COMPARATIVE POSITION OF PRICE BIDS

Sl. No.	Location of the Premises	Price Bid Rate per Sq. ft. of built up/Plinth area (In Rs.)	
		Rate Quoted Initially	R a t e C o n s i d e r e d f o r T e c h n o - C o m m e r c i a l E v a l u a t i o n f o r

			A n n e x u r e - I V
O1	Offer 1		
O2	Offer 2 Etc.		

FINANCIAL EVALUATION

Sl. No.	PARAMETER	
O1	<p>Considering the lowest quoted rate per sq.ft. of built-up area as per norms specified by the bank obtained highest mark of 100. Formulae to evaluate marks obtained by the different Premieres is $Score(S) = L1 \times 100 / L$ where L1= Lowest rate amongst all tenderer per Sq. Ft. of the built up area; L= Rate quoted by the tenderer per Sq.Ft. of the built up area L1 and L will be decided after completion of negotiation</p>	$Score(S) = L1 \times 100 / L$

TECHNO COMMERCIAL EVALUATION
CALCULATIONS FOR TOTAL WEIGHTAGE AND EVALUATION OF MERIT LIST

Sl. No.	Details of Offer	Techno- Commercial Evaluation				
		Technical Marks		Financial Marks		
		out of 100 (Refer Annexure - II)	out of 50 (X)	out of 100 (Value of "S" from Annexure - IV)	out of 50 (Y)	
O1	Offer 1					
O2	Offer 2 Etc.					

NOTE :-

Techno-Commercial Evaluation Made On 50:50 (Technical weightage : Financial weightage)