NIT NO	SBIIMS/102 /18
DATE	26/7/2018

SBI INFRA MANAGEMENT SOLUTIONS PVT LTD

(WHOLLY OWNED SUBSIDIARY OF SBI)

PREMISES REQUIRED ON LEASE
FOR **GARIMELLA BRANCH** (MANCHERIAL)

APPLICATION TO BE SUBMITTED BY **13/8/2018 BY 3.00 PM**

AT

ASST. GENERAL MANAGER
REGIONAL BUSSINESS OFFICE (Mancherial)
AO Nizamabad.

The Sr. Vice President,
SBIIMS,
3rd Floor, SBI LHO Building,
Koti, Hyderabad – 500 095
Phone: 040-23466310 / 46

Signature of the owners

SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
(A wholly owned subsidiary of SBI)
3rd Floor, SBI LHO Building, Bank Street,
Koti, Hyderabad-500095

PREMISES REQUIRED ON LEASE

SBI Infra Management Solutions Pvt. Ltd. Invites offers on behalf of the SBI from owners/Power of Attorney holders for premises on lease rental basis for Commercial / Office use having Carpet area of about 325.00 Sq. mt.(3497 Sqft) for SBI Garimella Branch to be located near Collectorate Office or in the nearby colony of Garimella with in a radius of 0.5 KM from the present Garimella Branch.

The Premises should have all facilities including adequate power load, water supply, parking space, space for keeping generator, e-lobby and V-SAT, good frontage (free of cost). The entire space should preferably be on one single floor preferably on Ground floor. Premises should be ready for possession / occupation or a plot. 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 www.statebankofindia.com from 25/7/2018 to 13/8/2018 and to be submitted duly filled along with application fees of Rs. 500/- (Rs. Five Hundred Only) non-refundable in the form of DD/Bankers Cheque issued by any Nationalized/ Scheduled Bank drawn in favor of " **SBI Infra Management Solutions Pvt Ltd, Hyderabad**." 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 State Bank of India, RBO-IV- Mancherial, 12-907/2, 1st Floor, SBI Main Branch, N.H.Road,Main Road, Reddy Colony, Mancherial-504208 on or before 3.00PM on 13/8/2018. The SBIIMS/SBI reserves the right to accept or reject any or all offers without assigning any reasons therefore. Brokers will not be entertained.

Sd/
Vice President (Civil)

Signature of the owners

TECHNICAL BID (COVER- A)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
(A wholly owned subsidiary of SBI)
3rd Floor, SBI LHO Building, Bank Street,
Koti, Hyderabad-500095

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. Application fees of Rs. 500/- (Rs. Five Hundred Only) non-refundable in the form of DD/Bankers Cheque issued by any Nationalized/ Scheduled Bank drawn in favor of "**SBI Infra Management Solutions Pvt Ltd, Hyderabad**." payable at Hyderabad should be enclosed with each Technical Bid as cost of tender. Bid without accompanying the tender cost will not be considered. The Technical Bid and Price Bid for the proposal should be kept in separate sealed envelopes and these two envelopes be placed in a single cover super scribing **"Tender for leasing of Premises for Garimella Branch"** to State Bank of India, RBO-IV- Mancherial, 12-907/2, 1st Floor, SBI Main Branch, N.H.Road,Main Road, Reddy Colony, Mancherial-504208

Important points of parameters:-

1	Carpet Area	Approximately 325 Sq.mt. .(3497 Sqft) Preferably at Ground Floor
2	Covered Parking Space	Preferable
3	Open parking area	Approx 47 sq. mt open parking area for customers to be provide free of cost/rent/premium.
4	Amenities	24 hours water facility, Generator power back up, Electricity etc
5	Possession	Ready possession / occupation
6	Premises under construction	
7	Desired location	Near by Collectorate Office or in the nearby colony of Garimella with in a radius of 0.5 KM from the present Garimella Branch.
8	Preference	(i)Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority (ii) Single floor (Ground Floor) (iii) Govt. Departments / PSU / Banks
9	Unfurnished premises	May be considered and Bank will get the interior and furnishing work as per requirement.

10	Initial period of lease	5 + 5 years with an option to renew for a further period of 5+5 years.
11	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
12	Validity of offer	4 months from the date of submission of the offer
13	Stamp duty / registration charges	To be shared in the ratio of 50:50.
14	Fitment Period	45 days rent free fitment period from hand over of premises for completion of interior furnishing work by Bank

The successful bidder shall handover the vacant possession of the premises to the Bank 45 days before commencement of lease for carrying out interior furnishing works as per Bank's requirement. It is clarified that Bank shall not be liable for any rent/ premium etc. to the successful bidder during the aforesaid period of 45 days.

Corrigendum can be issued upto one(1) day before the date submission. Hence, bidders are advised to visit Bank's website regularly till the date of submission.

TERMS AND CONDITIONS

1.1 The successful bidder should have clear and absolute title to the premises. The Bank shall obtain legal title investigation report from the SBI empanelled advocate at own cost which shall be reimbursed by the successful bidder. 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 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 only during the tenure of the lease by serving three(3) months prior notice. 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 SBIIMS after due date and time i.e. 13/8/2018 after 3:00 pm shall be rejected.

1.3 The bidders/lessors are requested to submit the tender documents in separate envelope super-scribed 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: State Bank of India, RBO-IV-Mancherial, 12-907/2, 1st Floor, SBI Main Branch, N.H. Road, Main Road, Reddy Colony, Mancherial -504208.

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 overwriting 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 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. 13/8/2018.

1.6 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.

1.7 The Technical Bid will be opened on 13/8/2018 at 3:30 PM in the presence of tenderers who choose to be present at State Bank of India, RBO-IV- Mancherial, 12-907/2, 1st Floor, SBI Main Branch, N.H.Road,Main Road, Reddy Colony, Mancherial-504208. All tenderers are advised in their own interest to be present on that date at the specified time.

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 bidder/lessor will be informed by the SBIIMS/SBI for arranging site inspection of the offered premises.

1.11 Preference will be given to the exclusive building/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.

1.12 The selection of premises will be done on the basis of techno commercial evaluation. 70% weight-age 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.

1.13 The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by the landlord. While renewing the lease, the effect of subsequent increase/decrease in taxes 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 GST 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 GST otherwise, the 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 GST registration number of the landlord. Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments to the landlord shall be made by Account Payee Cheque or RTGS/NEFT.

1.14 Mode of measurement for premises is as follows: Area of the premises should be clearly mentioned as Carpet area as per IS code 3861-2002 which could be always measured jointly by the Bank and the landlord.

1.15 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.

1.16 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 30-45 KW/KVA 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.

1.17 Bidder/Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost.

1.18 The landlord 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.

1.19 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 of the premises by the Bank which shall not include the fitment period of 45 days. The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.20 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. However, 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.

1.21 Electricity charges will be borne by the Bank but water supply should be maintained by the Landlord/owner within the rent.

1.22 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 door and ventilation as per Bank's specifications, RCC locker room as per Bank's specifications(locker room door and ventilator shall be provided by the Bank), Rolling shutter, collapsible grill door at entry, ramp with S.S (grade 304) railing for disabled/old people, double charged vitrified tile flooring of Nitco/Kajaria/Johnson of equivalent make having Rs.70 as basic price, 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 landlords' at their own cost before handing over possession to the Bank, Landlords will submit approved plan, Competent Authority permission, structural stability and soundness certificate before possession by the Bank.

1.23 All openings/windows to have glazed lockable windows preferably of Aluminium or UPVC with security M.S. grills. The M.S. grill should be of 12mm square bars placed at 4"c/c both ways made in angle frame work will be carried out by landlords' at their own cost

1.24 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.

1.25 The inner walls should be finished wall care putty of Birla, altek etc. The walls should be painted with atleast two coats of premium interior plastic emulsion paint of reputed brands like Asian/Berger/Nerolac etc. All wood/M.S are to be painted with two coats of Enamel paint. The shade/colour to be approved by Bank. Ceiling to be painted with white colour. The front elevation and all external walls of the premises to be painted with APEX-ULTIMA.

1.26 Premises should have an independent/direct access from road and not through some other establishment. Premises should have 24x7 free access.

I undertake to construct/modify the building in accordance with the above specifications and as per layout plan provided by the Bank. In case it is found at any stage after the building is taken over by the Bank that any of the above work has not been executed by me, I undertake that the same may be carried out by the Bank at my cost.

Place and Date: Name & Signature of bidder/lessor

DETAILS OF OFFER

With reference to your advertisement in the local dailies dated_____, I / we hereby offer the premises owned by us for housing your Garimella branch / office on lease basis:

A	**General Information:**	
1	Name of the Land lord	
2	Mobile No.	
3	Location of premises offered	
4	Floor of the premises offered, i.e GF/FF/….	
5	Name of the building	
6	Door No.	
7	Name of the street	
8	Name of the city	
9	Pin code	
B	**Technical information:**	
1	Building – Load bearing or Frame structure	
2	Type of building – Residential/Institutional/Industrial	
3	No. of floors	
C	**Status of premises:**	
1	Building ready for occupation – Yes / No	
2	If No, how much time will be required for occupation	
3	C area	**Sqm.**
D	**Amenities available**:	
1	Electrical power supply – Yes / No	
2	Running water supply – Yes / No	
3	Whether plans are approved by the local authorities – Yes / No	
4	Whether NOC from the department obtained – Yes / No	
5	Whether occupation certificate has been received – Yes / No	
6	Whether direct access is available from the main road – Yes / No	
7	Whether captive power supply is available – Yes / No	
8	Whether fully air-conditioned or partly air-conditioned	
9	Whether lift facilities are available – Yes / No	

Signature of the owners

10	Mention the list of any other amenities which are provided	
11	Any additional information	

Enclosures:
1. Copy of Approved Plan
2. Location Map
3. Copy of property document
4. Photo of the premises

Signature of the owners

Name:

Address

Mobile No

MODE OF SELECTION OF PREMISES

1) All Technical bids will be first opened and applications will be screened. All the premises will be visited by the committee to verify the suitability and the premises will be awarded marks based on following criteria

S.N	Criteria	Marks
1	Location/ Prominence i. On main road junction: 15 ii. On main road: 10 iii. Inner side from Main road: 5	15
2	surroundings of the premises i. Adequate natural light and ventilation: 05 ii. In-adequate natural light and ventilation: 00	5
3	Frontage/elevation i. >= 40 feet = 10 ii. >= 30 feet = 07 iii. >= 20 feet = 05	10
4	Age of the Building (max. marks-10) i. New :10 ii. 1- 5 years old : 8 iii. 5-10 years old : 6 iv. 10-15 years old : 4	10
5	Availability of entire area in one floor i. On ground floor: 20 ii. GF + immediate Upper floor with internal lift + stair: 10 iii. GF + Immediate Upper Floor with internal stair: 05	20
6	Parking (max. marks-10) i. Covered parking:10 ii. Open parking:5	10
7	Government Authorities approval for the premises	10
8	Landlord's readiness for constructing/modifying premises as per Bank specification	10
9	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	10
	Total Marks ---100	

The premises getting less than 70 marks will be summarily rejected. Committee's decision in this regard is final.

2) Price bids of the only shortlisted premises will be opened and negotiation will be held with L1 (lowest) bidder.

PRICE BID (COVER –B)

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

SBI INFRA MANAGEMENT SOLUTIONS PVT. LTD.
3rd Floor, SBI LHO Building, Bank Street,
Koti, Hyderabad-500095

With reference to your advertisement in the _____ dated __/__/2018 and having studied and understood all terms and conditions stipulated in the newspapers advertisement and in the technical bid, I/We offer the premises owned by us for housing your branch/office at Garimella.

General Information:

Location:

1	Name of the Building	
2	Door No.	
3	Name of the street	
4	Name of the city	
5	Pin code	
6	i. Name of the Land lord ii. Address iii. Name of the contact Person iv. Mobile Number **v.** Email address	

Rent:

Level of Floor	***Carpet Area (sq.ft) As per IS code 3861-2002**	**Rent per sq. ft. per month (Rs.)**	**Total rent per month of floor area (Rs.)**
Ground Floor			
First Floor			
Second Floor			
Total Rent			

*Carpet Area shall be the area worked out as in 5.1 excluding the area of the following portion: Verandah, Corridors/passages, entrance hall/Porch, Staircase and Stair cover(mumty), Bathroomm/lavatory, Kichen & pantry, store, canteen AC duct & Plant room and Shaft for sanitary/water supply/garbage chute/electrical & fire fighting/AC/telecommunication/lift etc. Carpet Area method of measurement shall be as per IS 3861: 2002.

Signature of the owners

The income tax and other taxes as applicable will be deducted at source while paying the rentals per month. All taxes shall be borne by us. However the GST if levied on rent paid by us shall be reimbursed by the SBI, to the landlord on production of such payment of Service tax/GST 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 bidder/lessor with seal if any