



STATE BANK OF INDIA
Assistant General Manager
RBO IV, 4TH FLOOR, KALANJALI BUILDING,
RENIGUNTA ROAD, TIRUPATI,
ANDHRA PRADESH 517501

REQUIREMENT OF PREMISES

SBI invites offers for leasing of premises for New Branch at **KOTHINDLU PUNGANUR TOWN**, in Chittoor dist, AP. The premises should have about **1700-2500 Sq. ft.** carpet area (carpet / Built up area) with good frontage, adequate parking space for vehicles with all amenities. Bank prefers ground floor premises.

Interested parties may download the proforma for Technical & Price bids from SBI website **<www.sbi.co.in>** under the head, **“Procurement News”** and submit the same in separate sealed covers superscribed **“Technical Bid”** and **“Price Bid”** with name and address of the tenderers on or before **3.00PM** hours. On **30/10/2019**.

Bank reserves the right to reject any/all offer(s) without assigning any reasons thereof.

Assistant General Manager,
STATE BANK OF INDIA,
RBO IV, TIRUPATI.
Date: 07.10.2019



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PREMISES REQUIRED ON LEASE

Offer of Premises for KOTHAINDLU, PUNGANUR NEW BRANCH AT PUNGANUR TOWN, CHITTOOR DIST, AP.

This tender consists of two parts viz. the Technical Bid (consisting terms and conditions) and the Price Bid. Separate Technical and Price Bids are to be submitted for each proposal using separate set of application in case of multiple offers. The Technical Bid and Price Bid for the proposal should be submitted in separate sealed envelopes and these two envelopes are to be placed in a single cover superscribing "Tender for leasing of premises to **KOTHAINDLU, PUNGANUR NEW BRANCH AT PUNGANUR TOWN, CHITTOOR DIST, AP.**"

TERMS & CONDITIONS:

1. The successful vendor should have clear & 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 format enclosed. The stamp duty and registration charges of the lease deed will be shared equally (50:50) by the lessor (s) and the Bank. As regards to increase in the rent payable, increase in rent if any shall be subject to a maximum ceiling of 20% depending upon increase for once in 5 years. Interest free deposit maximum to the extent of 3 months lease shall be paid by the Bank after lease agreement/ occupying the premises, which will be adjusted in the last 6 months rent of the lease period.
2. Tender document received by the Bank after due date and time i.e. **3.00 pm** hours. on **30/10/2019** shall be rejected.
3. The lessors are requested to submit the tender documents in separate sealed envelopes superscribed on top of the envelope as "Technical Bid" or Price Bid" as the case may be duly filled in with relevant documents / information at the following address :
- 4) All columns of the tender documents must be duly filled in and no column should be left blank. All the pages of the tender documents are to be signed by the authorized signatory of the tenderer. All over-writings should be attested. Use of white ink should be avoided. The Bank reserves the right to reject the incomplete tenders.
- 5) In case the space in the tender document is found insufficient, the lessors may attach separate sheets.

- 6) There should not be any deviation in terms and conditions as have been stipulated in the tender documents.
- 7) The **Technical Bid** will be opened on **30/10/2019 at 4.00pm** hours in the presence of tenderers who choose to be present at the above mentioned office. All tenderers are advised in their own interest to be present on that date at the specified time.
- 8) The Bank reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- 9) Canvassing in any form will disqualify the tenderer. No brokerage will be paid to any broker.
- 10) The short-listed lessors will be informed by the Bank for arranging site inspection of the offered premises.
- 12) Income Tax and other Statutory clearances shall be obtained by the lessors at their own cost as and when required.
- 13) The preference will be given to the tenderers whose premises are ready with necessary infra-structure as per Bank's requirement.
- 14) The income tax and education cess as applicable will be deducted at the source while paying the rentals per month. The GST, 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. The lessors should have valid registration for the GST without which GST will not be reimbursed by the Bank. Municipal Tax on the property and Service charges if any, payable shall be borne by the lessor.
- 15) Rent will be paid on carpet area measurements as per IS code 3861 latest. The carpet area as per above mode will be physically measured jointly at the site at the time of taking possession for deciding the total rent payable.
- 16) The successful lessor should have a valid occupancy/ Completion certificate and approved plans with all clearances from the Local statutory bodies / BBMP/ Collector/ Town planning etc to occupy the Premises. The premises should have connected Electrical Load of min. 40 KVA and required additional electrical power load will also have to be arranged by the lessor at his / her cost from local power board. Landlord/Lessor has to arrange for the space for installation and running of Bank's generator within the compound and no rent shall be paid for the same.
- 17) The lessor should obtain the structural stability certificate from the licensed structural consultant and carry out the structural strengthening works as required.
- 18) The necessary permission/ NOC shall be given by lessor to the bank / their representing architects / consultants / contractor to commence the interior work. If warranted, terrace area should be made available for providing air conditioners and V-sat installations of the bank for getting inter-net/intra net connections without any extra rent.
- 19) The offered building should have banking hall, safe room, strong room, stationary room, record room, set of two toilets, toilets for CM cabin, e-lobby, dining hall, pantry/kitchen etc constructed in brick masonry walls and plastered and painted. The painting shall be with Birla

white putty, primer and two coats of emulsion paint. Doors shall be teak/non-teak with 40mm thick flush doors for internal with painting, fixtures etc. Entrance door shall be rolling shutter and collapsible gate. Additional Collapsible gates shall also be fixed for two more room i.e safe room and strong room. All light /fan/ general circuit wiring should be as per the banks plan suggested with suitable MCBs wherever required. External painting shall be using birla white putty, primer and two coats of premier painting. Elevation should be as per banks suggested layout plan. All windows and ventilators shall be UPVC make, three track, of best quality like Fenista brand. All grills for windows and ventilators shall be using 12mmx12mm sq bars spaced at 3" c/c vertically and horizontally.. Record room/stationary room shall be constructed with built in shelves in five tiers from floor level to ceiling using polished cudapa flag stones spaced at 18" c/c. Flooring should be using vitrified tiles of 600x600x10mm thick best quality double charged of bank approved color shade/ company in the price range of Rs 70-80/ per sft including all taxes. The lessor will have to undertake construction of for internal modification for the various amenities /rooms/ toilets/vitrified flooring required by the bank and also for doing the internal wiring with distribution boards/ main board for electrical and air-conditioning work etc. as per Bank's requirements and enter with an Agreement with the bank for internal modification/construction/installations. Lease agreement will be executed and the **rent payable shall be reckoned from date of completion of the civil work/ obtaining electrical/ water connection by landlord**. The lease agreement, will include inter alia, a suitable exit clause and provision of de- hiring of part / full premises. The landlord should be in a position to give possession of the premises required by the Bank and should be agreeable to construct with brick/solid concrete block wall a System room, UPS and Record Rooms, Stationery room with built in shelves, safe room, locker room, Ladies and Gents Toilets, Pantry etc. with all necessary plumbing and sanitary arrangements. Safe room and Locker room should be constructed with 9" RCC walls and reinforcement as per RBI specifications.

20) All the offers received will be screened and short listed by the Screening /Premises Selection Committee of the Bank based on the requirements and details submitted by the lessors by inspection of the property. All short listed offers will be inspected by the members of the Committee/ authorized officials of the Bank and will be evaluated on the qualitative aspects covering various parameters like quality of construction, access to the plot, availability of Public transport, Location, frontage to building, nearby surrounding, availability of infrastructure in surrounding area, availability of water, electricity, Parking space in compound etc., as per Bank's requirements. Bank will suggest all modifications/requirements with a layout plan meeting the banks requirements.

21) On the above mentioned parameters assessment of technical parameters will be done and price bids will be opened in the presence of bidders. Evaluation of the offers will be made by assigning weightage of **30% to technical parameters and 70% weightage** to price quoted by the bidders in the price bids. The offers will be arranged in the order of merit based on the marks scored. The unreasonable offers where the rates quoted are considered higher than the prevailing market rates will be rejected at the discretion of the Bank.

22) Period of lease shall be initial five years plus option of additional five years with predetermined increase in rent of 20% after expiry of first term of five years at the time of renewal.

PROCESS OF SELECTION:

Committee shall visit all the offers and bids, short list the suitable offers and will be evaluated based on the marks criteria furnished for the premises details. Price bids shall also be opened with due information to the bidders. After opening the priced bids, taking into account the rate quoted, final list based on percentile of marks obtained shall be ranked and the top ranked premises owner shall be called for negotiations. Evaluation of the offers will be made by assigning weightage of **30% to technical parameters and 70% weightage** to price quoted by the bidders in the price bids.

Place : TIRUPATI.

Date : 07/10/2019.

REGIONAL MANAGER

TECHNICAL BID**ANNEXURE-I****OFFER SUBMITTED FOR LEASING PREMISES**

With reference to your advertisement in the local dailies dated we hereby offer the premises owned by us for housing your **KOTHAINDLU, PUNGANUR NEW BRANCH AT PUNGANUR TOWN, CHITTOOR DIST, AP.** on lease basis :

Sl No	General Information:	
1	Door No.	
2	Name of the street	
3	Name of the City	
4	Pin Code	
5	Name of the owner and address and mobile no., name of the contact person and his mobile no.	

1) Technical information (Please tick the appropriate option)

- a. Building: Load bearingFrame Structure
- b. Type of Building: Residential Institutional Industrial.....Commercial..... c. No. of floors.....

2) Rentable floor wise carpet area of the premises:

- a. Ground floorsq.ft
- b. First floor.....sq.ft.

Total.....sq.ft.

3) Total four wheeler parking offered.....nos. [covered or open]

4) Total two wheeler parking offered.....nos. [covered or open]

5) Building ready for occupation -Yes / No

AMENITIES AVAILABLE:

1)	Electric power supply and sanctioned load for the floors offered in KVA (Mention) KVA	Mention here details:
2)	Running Municipal water supply	Yes / No
3)	Whether plans are approved by the local authorities, enclose copies	Yes / No
4)	Whether NOC from the department has been received	Yes / No
5)	Whether occupation certificate has been received, enclose copy	Yes / No
6)	Whether direct access is available from the main road	Yes / No
7)	Whether captive power supply is available, if yes give the details	Yes / No
8)	Whether fully air conditioned or partly air conditioned	Yes / No
9)	Whether lift facilities are available	Yes / No
10)	No. of car parking / scooter parking which can be offered exclusively to the Bank	
	i) No. of car parks [covered/open] ii) No. of scooter parks [covered/open]nos.nos.

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 and Signature of lessor with seal

PRICE BID

ANNEXURE-II

With reference to your advertisement in the local dailies, I / We offer the premises owned by us for housing your **KOTHAINDLU, PUNGANUR, NEW BRANCH AT PUNGANUR TOWN, CHITTOOR DIST, AP.** , on the following terms and conditions :

General Information

Location:

1)	Name of the Building	
2)	Door No.	
3)	Name of the City	
4)	Pin Code	
5)	Name of the owner(s)	

Rent for premises:

Rent per sq.ft. per month of **carpet** area

i. Ground Floor area.....Sqft., Rs..... /Sqft.

ii First floor area.....Sqft., Rs...../Sqft. Etc

Total -Rs.....

No Rent shall be paid for parking areas(covered or uncovered area)

(Please note that municipal taxes / cess, service charges like a society charges, maintenance charges etc. are to be borne by the landlord) and will not be paid separately by the Bank. The GST 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. Please note that stamp duty and registration charges in respect of the lease deed will be shared equally by the Bank and lessor, viz. (50:50) . Mode

of measurement of carpet area shall be as per IS code 3861 latest.

(iii) The floor wise area viz. Ground,First and number of car parking spaces etc. with the corresponding respective rate for lease rental should be mentioned separately in the Price Bid.

Place:

Date :

Name & Signature of lessor with seal.