

TENDER ID : AOPAT/RBO-II/21-22/08/001

STATE BANK OF INDIA
RBO-II ,PATNA CENTRAL,SBI, ADMINISTRATIVE
OFFICE, J C ROAD ,PATNA

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF COMMERCIAL/OFFICE PREMISES FOR PATEL NAGAR BRANCH
UNDER RBO II ,PATNA CENTRAL

State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises having carpet area of 2000-2500 sqft approximately on Lease Rental basis for shifting of its existing Patel Nagar Branch under RBO II,Patna Central.

2. The premises should be in Patel Nagar main market preferably on Main Road with adequate dedicated parking space of 1000 sqft i.e one or two dedicated car parking & 4 to 6 dedicated two wheeler parking for staff and predominantly in the cluster of commercial establishment preferably on the Ground floor , ready/likely to be ready for immediate possession.
3. Premises should be ready for possession / occupation or expected to be ready within 2(two) to 3 (three) months from the last date of submission of proposal. Preference will be given to ready to use premises. Preference will also be given to Premises owned by the Govt./Semi- Govt. departments / Public Sector Units / Public Sector banks.
4. 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 under important links “Procurement and others” from 24/08/2021 to 13/09/2021.
5. The offers in a sealed cover complete in all respects should be submitted on or before **3.30pm on 13/09/2021** during working hours at the following address-

THE ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA
RBO-II ,PATNA CENTRAL,SBI, ADMINISTRATIVE
OFFICE, J C ROAD ,PATNA

TECHNICAL BID
TERMS AND CONDITIONS

OFFER/LEASING OF COMMERCIAL/OFFICE PREMISES

This tender consists of two parts viz. the “Technical Bid” (having terms and conditions, details of offer and Annexure-I) and the “Price Bid”. Duly signed and completed “Technical” and “Price Bid” are required to be submitted separately for each proposal (Photo copies may be used in case of multiple offers). The “Technical Bid” and “Price Bid” for **EACH proposal/offer** should be enclosed in separate sealed envelopes duly superscribed on top of the envelope as “**Technical Bid**” or “**Price Bid**” as the case may be and these envelopes are to be placed in a single cover superscribing “**Tender for leasing of Commercial/Office premises for Patel Nagar Branch Under RBO-II,Patna Central**” and should be submitted at the Office of the Asst.General Manager,State Bank of India,RBO -II Patna Central, Administrative Office,J C Road,Patna - 800001 on or before **3.30PM on 13/09/2021**.

Important Points / Parameters:-

1	Carpet Area	2000-2500 sqft(Approx)
2	Parking Space	One dedicated car parking & 4 to 6 dedicated Two wheelers parking for staff.
3	Open parking area	Sufficient open parking area for customers in the premises or in basement.
4	Amenities	24 hours Potable water supply & availability of 3-phase electricity Connection of approximately 30 KW load
5	Possession	Ready possession / occupation/expected to be ready within 2 (two) to 3 (three) months from the last date of submission of proposal.
6	Location	The premises should be in Patel Nagar main market in the vicinity of existing branch and should be preferably on ground floor.
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Preferably on ground floor. (iii) Offer from Govt./Semi Govt. Departments / PSU / Banks (iv) Ready to occupy premises/expected to be ready within 2 (two) to 3 (three) months from the last date of submission of proposal.
8	Unfurnished premises	May be considered and Bank will get the interior and furnishing work done as per requirement. However, all mandatory Municipal license/NOC/approval of layouts, internal additions/alterations etc. as necessary from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing/ internal additions/alterations etc. in the premises by the Bank will be arranged by the owner.

9	Initial period of lease	The initial period of lease will be 5 years and will be further renewed for 5 years. 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.
10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids
11	Validity of offer	6 months from the last date of submission of the offer
12	Stamp duty / registration charges	To be shared in the ratio of 50:50.
13	Rental Advance	No advance payable.

TERMS AND CONDITIONS

1. The successful vendor 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 vendor will have to execute the lease deed as per the standard terms and conditions finalized by the 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 SBI. 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 SBI 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.
2. Tender document received by the Asst.General Manager,State Bank of India,RBO -II Patna Central, Administrative Office,J C Road,Patna – 800001 after **3.30PM on 13/09/2021. shall be rejected.**
3. The lessors are requested to submit the **tender documents in separate envelopes** superscribed on top of the envelope as **"Technical Bid"** or **"Price Bid"** as the case may be duly filled in (as stated earlier) with relevant documents/information at the **following address:**

THE ASSISTANT GENERAL MANAGER
STATE BANK OF INDIA
RBO-II ,PATNA CENTRAL,SBI, ADMINISTRATIVE
OFFICE, J C ROAD ,PATNA

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 tenderer. Any over-writing or use of white ink is to be duly initialed by the tenderer. The SBI reserves the right to reject the incomplete tenders.

5. In case the space in the tender document is found insufficient, the lessors/ tenderers may attach separate sheets.

6. The **offer should remain valid** at least for a period of **6 (SIX) months** to be **reckoned from** the last date of submission of offer (**i.e 13/09/2021**)

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.

8. The **Technical Bid** will be **opened** in presence of bidders who choose to be present at the Office of the Asst.General Manager,State Bank of India,RBO -II Patna Central, Administrative Office,J C Road,Patna - 800001, on **4.00 PM on 13/09/2021., the date of opening of price bid will be advised separately.** All bidders are advised in their own interest to be present on that date at the specified time.

9. **The SBI reserve the right to accept or reject any or all the tenders without assigning any reason therefor.**

10. Canvassing in any form will disqualify the tenderer. **NO BROKERAGE WILL BE PAID TO ANY BROKER.**

11. **The shortlisted lessors will be informed by the SBI 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. **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 as stated earlier.**

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

15. The details of parameters and the 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 SBI in respect of technical parameters will be final and binding to the applicant.

16. 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 after expiry of initial lease period of (5+5) years, the effect of subsequent increase/decrease in taxes and service charges shall be taken into account for the purpose of fixing the rent. GST shall be paid extra as applicable.

17. However, **the landlord will be required to bill the SBI every month for the rent due to them indicating the GST component also (if applicable) in the bill separately. The bill also should contain the GST 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 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 tax registration number of the landlord.**

18. Mode of measurement for premises is as follows:

Rental will be paid on the basis of "Carpet area" which is to be measured only after addition and alteration work carried out as per banks approved layout plan for the Branch.

**A. Carpet area shall be area at any floor excluding the following area
Walls, Columns, Balconies, Portico/Canopy, Staircase, Lofts, Sanitary shafts,
Bathroom & lavatory, Lift wells, Space below window sill, Box louver, AC duct**

**B. Measurement of Mezzanine floor area (if any) shall be considered as under:
Floor to ceiling Height
Above 2.6m: 100% of carpet area.
Above 2.1m upto 2.6m: 50% of carpet area.
Below 2.1m: Not to be considered**

**C. The following shall be including in wall area and shall not be measured.
Door and door opening in the walls
Built in cupboards**

19. **The floor wise area (viz. Ground, First, etc.) with the corresponding rate for rent/taxes should be mentioned in the Price Bid. The number of car parking spaces/Slot offered should be indicated separately**

20. **The successful lessor should arrange to obtain the municipal NOC/approval of layouts, internal addition/alteration works etc. from Local Civic Authority/collector/town planning etc. for carrying out the interior furnishing of the premises by the Bank. Lessor should also obtain the completion certificate from Municipal authorities after the completion of the above works. The required additional electrical power load and Civil work of as required will also have to be arranged by the 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 (in case Generator is not provided) will also have to be provided within the compound by the lessors at no extra cost to the Bank.**

21. Lessor should obtain and furnish the structural stability certificate from the licensed structural consultant at his cost and arrange for requisite permission/approval for installation of Roof top antenna/outdoor units of air-conditioners/ display of signboards etc.

22. The lessor shall also 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.

23. 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.

24. All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room, ATM / e lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, Main and Exit Door, Grills to all Windows. Rolling shutters and collapsible door to Main and Exit doors will be carried out by the lessor at his cost. Flooring of the premises should be 600mmx600mm premium quality vitrified tiles and toilets, wash rooms, pantry etc should be glazed/matt finished tiles as per instruction of Bank to be done by the landlord at his cost.

25. Bank shall take possession of the demised premises only after completion of all the civil construction works & submission of necessary certificates from the licensed Structural consultant and Architect, as required by the SBI and fulfillment of all other terms and conditions of technical bids as mentioned above.

Place:
Date:

Name & Signature of bidder/lessor(s)
with seal if any

TECHNICAL BID

(If anybody willing to offer for more than one premises, separate application to be submitted for each premises)

With reference to your advertisement in the _____ dated _____

We hereby offer the premises owned by us for Commercial / Office use on lease basis:

General Information:

A	Location:	
	Distance from the Existing Branch (in KM)	
	Distance from the Bus stand/Main commercial place (in KM)	
B	Address	
	Name of the Building	
	Plot No & Door No.	
	Name of the Street	
	Name of the City	
	Pin Code	
	Name of the owner	
	Address	
	Name of the contact person	
	Mobile no.	
	Email address	

A. Technical Information (Please tick at the appropriate option)

- a. Building : Load bearing (___) RCC Framed 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 the Floor	Carpet Area
Total Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 18 of "Technical Bid".

B. Building ready for occupation-Yes/No

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

C. Amenities available

Electric power supply and sanctioned load for the floors

Offered in KVA (Mentioned) _____(KVA)

Availability of Running Municipal Water Supply Yes/No

Whether plans are approved by the local authorities Yes/No
(Enclose copies)

Whether NOC from the local authorities has been received Yes/No

Whether occupation certificate has been received Yes/No
(Enclose copy)

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

No. of car parking/scooter parking which can be offered Car-
Exclusively to the Bank Scooter-

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 agreed to construct/addition/alteration i.e. Cash safe Room, Record/Stationary room, System/ups Room, Ladies and Gents Toilet and Pantry with all fittings and fixtures, Verified Tile Flooring and other works as per Banks specifications and requirement.

Place:

Date:

Name and signature of lessor(s) with seal

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 nearest Bus stand/market place/existing branch	Upto 500 m - 10 Marks More than 500 m and upto 1.0 km -7 Marks more than 1 km upto 2.50 km – 5 Marks more than 2.50 km – 0 marks	10	
2	Carpet area as per requirement	Required area in sqmt \pm 5% : 10 Required area in sqmt \pm 10% : 5	10	
3	Premises location	On main road junction : 10 On main road : 7 Inner side from Main road : 5	10	
4	Premises on ground floor / 1 st floor	On ground floor : 15 GF + immediate Upper floor with internal lift + stair : 10 GF + Immediate Upper Floor with internal stair : 05	15	
5	Frontage	\geq 40 feet =10 \geq 30 feet =07 \geq 20 feet =05	10	
6	Covered/Built up exclusive parking for SBI (Alloted Parking)	1. 4 four wheeler + 08 two wheeler :10 2. 2 four wheeler + 3 two wheeler :07 3. 1 four wheeler + 5 two wheeler :05 4. 0 four wheeler + 5 two wheeler :02 5. No parking : 00	10	
7	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00	5	
8	Quality of construction,load bearing/RCC framed structure , finishing etc.	1. Excellent :10 2. Good:07 3. Average :05 4. Poor :02	10	

9	Ambiance, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	10	
10	Exclusive Building With lift/ floor	Exclusive building with lift -10 Exclusive floor -5 not exclusive building/floor-0	10	
	TOTAL		100	

Signature and Seal of applicant

Example for evaluation of proposals:

1. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

2. Convert them to percentiles

A: $(78/78)*100=100=100$

B: $(70/78)*100=89.74$

C: $(54/78)*100=69.23$

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

C: $(210/210)*100 = 100$

B: $(210/250)*100 = 89.74$

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

4. Technical score (percentile form)

A: $(78/78)*100=100=100$

B: $(70/78)*100=89.74$

C: $(54/78)*100=69.23$

5. Financial score (percentile form)

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

B: $(210/250)*100 = 89.74$

C: $(210/210)*100 = 100$

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

A: $(100*0.70) + (70*0.30)=91$ Rank-1

B: $(89.74 * 0.70) + (84*0.30)=88.02$ Rank-2

C: $(69.23*0.70) + (100*0.30)=78.46$ Rank-3

Successful Rank-1 bidder as shown above will be called for further negotiations by bank.

PRICE BID

(TO BE SUBMITTED IN A SEPARATE SEALED ENVELOPE)

With reference to your advertisement in the _____ dated ____ 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 Commercial/office use on lease basis on the following terms and conditions:

General Information:

Location:

A	Name of the Building: Door No : Street Name : City : Pin Code:
B.	Name of the Owner:- Address:- Name of the Contact Person: Mobile No. E-Mail Address:

Rent:

Level of Floor/Floor No.	Carpet Area (sqm/Sqft)	Rent per sq.ft. Per month (Rs.) * Please refer note below	Total rent per month
Total			

*** Rentable area will be based on "Carpet area" of the floor in accordance with the one mentioned under para / clause / item 18 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 GST if levied on rent paid, shall be reimbursed by the SBI 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(s) with seal if any

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 nearest Bus stand/market place/existing branch	Upto 500 m - 10 Marks More than 500 m and upto 1.0 km -7 Marks more than 1 km upto 2.50 km – 5 Marks more than 2.50 km – 0 marks	10	
2	Carpet area as per requirement	Required area in sqmt \pm 5% : 10 Required area in sqmt \pm 10% : 5	10	

3	Premises location	On main road junction : 10 On main road : 7 Inner side from Main road : 5	10	
4	Premises on ground floor / 1 st floor	On ground floor : 15 GF + immediate Upper floor with internal lift + stair : 10 GF + Immediate Upper Floor with internal stair : 05	15	
5	Frontage	>= 40 feet =10 >= 30 feet =07 >= 20 feet =05	10	
6	Covered/Built up exclusive parking for SBI (Alloted Parking)	6. 4 four wheeler + 08 two wheeler :10 7. 2 four wheeler + 3 two wheeler :07 8. 1 four wheeler + 5 two wheeler :05 9. 0 four wheeler + 5 two wheeler :02 10. No parking : 00	10	
7	Surrounding of building	Adequate natural light and ventilation : 05 In-adequate natural light and ventilation : 00	5	
8	Quality of construction,load bearing/RCC framed structure , finishing etc.	5. Excellent :10 6. Good:07 7. Average :05 8. Poor :02	10	
9	Ambiance, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee	10	
10	Exclusive Building With lift/ floor	Exclusive building with lift -10 Exclusive floor -5 not exclusive building/floor-0	10	
	TOTAL		100	

Signature and Seal of applicant

Example for evaluation of proposals:

7. Each of the above parameters given marks.

Total Marks 100.

Three premises shortlisted – A, B, & C.

They get following marks

A-78, B-70, C-54

8. Convert them to percentiles

A: $(78/78)*100=100=100$

B: $(70/78)*100=100=89.74$

C: $(54/78)*100=100=69.23$

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

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

C: $(210/210)*100 = 100$

B: $(210/250)*100 = 89.74$

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

10. Technical score

(percentile form) A: $(78/78)$

$*100=100=100$

B: $(70/78)*100=100=89.74$

C: $(54/78)*100=100=69.23$

11. Financial score

(percentile form) A: $(210/300)$

$*100 = 70$

B: $(210/250)*100 = 89.74$

C: $(210/210)*100 = 100$

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

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

Rank-1

B: $(89.74 * 0.70) + (84*0.30)=88.02$ Rank-2

C: $(69.23*0.70) + (100*0.30)=78.46$ Rank-3

Successful Rank-1 bidder as shown above will be called for further negotiations by bank.