



**TENDER ID:GUV/AOJHT/RBOJHT/2023-24/1 dtd 07.07.2023**

<b>Sl. No.</b>	<b>Description</b>	
<b>(a)</b>	<b>Tender ID</b>	<b>GUV/AOJHT/RBOJHT/2023-24/1 dtd 07.07.2023</b>
<b>(b)</b>	<b>Tender Name</b>	<b>ACQUIRING OF PREMISES ON LEASE BASIS FOR MERAPANI BRANCH, ASSAM</b>
<b>(c)</b>	<b>Ending Date of Tender</b>	<b>28.07.2023 up to 05:00 PM</b>

**STATE BANK OF INDIA  
REGIONAL BUSINESS OFFICE JORHAT,  
MG ROAD, NA -ALI,  
JORHAT-785 001,  
ASSAM**



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## **ENVELOPE-I**

### **TECHNICAL BID**

#### **TERMS AND CONDITIONS FOR OFFER/LEASING OF OFFICE PREMISES**

The tender consists of two parts viz. the Technical Bid (mentioning the terms and conditions, details of offer) and the Price Bid. Duly signed and complete **separate Technical and Price Bids** are to be submitted for each offer in case the lessors wish to apply for multiple offers. The Technical Bid and Price Bid for the proposal should be enclosed in separate sealed envelopes and these two envelopes are to be placed in a single cover super scribing “**TENDER FOR LEASING OF PREMISES FOR STATE BANK OF INDIA MERAPANI BRANCH, ASSAM**” and should be submitted to the “**Regional Manager, Regional Business Office Jorhat, MG Road, Na Ali, Jorhat-785 001, Assam**” on or before **05:00 PM on 28.07.2023**

#### **Important points of Parameters -**

1	Built up Area (BUA)	2500 sqft ( $\pm 5\%$ )
2	Designated staff Parking Space	03 Four wheeler & 04 two wheeler.
3	Open parking area	Sufficient open parking area for customers.
4	Amenities	24 hours water facility, Electricity with exclusive transformer for the building.
5	Possession	Ready-built premises or constructed at least up to plinth level located either in Ground floor or First floor. However, those who are willing to offer premises in First floor should mandatorily offer another room in Ground floor of 100 sft area approx.
6	Desired location	In market area of Merapani
7	Preference	(i) Premises duly completed in all respect with required occupancy certificate and other statutory approvals of local civic authority. (ii) Single/double floors (iii) Govt. Departments / PSU / Banks.
8	Unfurnished premises	Only unfurnished premises will be considered.
9	Initial period of lease	Initial 5 years with an option to renew after 5 years at predetermined increase in rent after expiry of first term of 5 years, at the time of renewal.



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10	Selection procedure	Techno-commercial evaluation by assigning 70% weightage for technical parameters and 30% weightage for price bids. (Refer annexure-I)
11	Validity of offer	3 months from the date of submission of the offer.
12	Stamp duty / registration charges	To be shared in the ratio of 50:50

## **TERMS AND CONDITIONS**

1.1 The successful bidder/lessor should have clear and absolute title to the premises and furnish legal title report from Bank's empanelled advocate at his own cost. The successful bidder/lessor 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 only 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. After 10 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 5 years.

1.2 Tender documents received after due date and time i.e. **05:00 PM on 28.07.2023** shall be rejected.

1.3 The bidders are requested to submit the tender documents in separate envelope super-scribed on top of the envelope as **Technical Bid** and **Price Bid** as the case may be, duly filled in with relevant documents/information at the above-mentioned address.

1.4 All columns of the tender documents must be 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 lessor. Any over-writing or use of white ink is to be duly initialed by the bidder. Bank reserves the right to reject incomplete tenders.

1.5 In case the space in the tender document is found insufficient, the bidders may attach separate sheets.

1.6 The offer should remain valid at least for a period of 03 (three) months to be reckoned from the last date of submission of offer i.e. **28.07.2023**

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 after the last date of submission of bid and after which technical scrutiny will be carried out by the Bank's internal Committee. **The Price Bid will be opened at a later date (which will be informed in due time)** in the presence of the bidders who wish to be present at the



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above-mentioned office. All bidders are advised in their own interest to be present on that date at the specified time.

1.9 Bank 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, 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 brokers will be entertained.

1.11 The short listed bidders will be informed by the Bank for arranging site inspection of the premises offered by them.

1.12 Income Tax and other statutory clearances shall be obtained by the bidders at their own cost as and when required. All payments to the successful bidder/lessor shall be made by Account Payee Cheque or RTGS/NEFT.

1.13 Preference will be given to the exclusive building/floor in the building having ample parking space in the compound / basement of the building.

1.14 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 the 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. However, the landlord will be required to submit bill to the concerned Branch Manager every month for the rent due to them indicating the GST component also in the bill separately. The bill also should contain the GST No. of the landlord, apart from name, address etc. of the landlord and the serial number of the bill. GST levied on rent paid by landlord directly, shall be reimbursed by the Bank to the landlord on production of challan/receipt of tax to the Govt. indicating name, address and the service tax/GST registration number of the landlord.

1.16 Mode of measurement for premises is as follows:

Rentable area of the premises should be clearly mentioned as built up area as per IS code 3861-1975 which could be always measured jointly by the Bank and the landlord.

1.17 The floor wise area viz. Ground, First, if any, etc with the corresponding rate for rent/taxes should be mentioned in the Price Bid.



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1.18 The successful bidder/lessor should arrange to obtain the municipal license/NOC/approval of layouts etc from Local Civic Authority/Collector/Town Planning etc along with the required **electrical power load of approximately 35 KW**. NOC and the space required for installation and running of the generator set, provision of installation of AC Outdoors Units, Bank's Signage at front & side fascia, Earth stations, VSAT, etc will also have to be provided within the compound by the bidder/ lessor **at no extra cost to the Bank**.

1.19 Bidders should obtain and furnish the structural stability certificate from the licensed structural consultant at his own cost.

1.20 The bidder 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.

1.21 **After the completion of the Interior, Electrical, AC works, etc. the lease agreement will be executed and the rent payable shall be reckoned from the date of handover of the premises by the landlord.** The lease agreement will include inter-alia, a suitable exit clause and provision of de-hiring of part/full premises.

1.22 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.

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

1.24 All civil works such as washrooms with all fixtures etc., UPS and Cash rooms with brick walls, ramp with hand railing, vitrified tile flooring, internal painting with distemper and external painting with waterproof paint, aluminium sliding windows, safety grill for windows and all glass surfaces, etc. as advised by the Bank will be carried out by landlord's at his own cost before handing over possession to the Bank (for further clarification, kindly refer "Scope of Works to be arranged by Successful Bidder").

1.25 Interior works like loose furniture, drywall partition system, cubicles, cabins, false ceiling, AC lighting fixtures, signage boards, cabinets, electrical wiring etc, will be done by the Bank at its own cost as per requirement. The landlord should not object to necessary wall drilling/cutting required for Interior, Electrical, AC works, etc.

Place:

Name & Signature of bidder/ lessor with seal if any

Date:

Seal & Signature of lessor



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## **SCOPE OF WORKS TO BE ARRANGED BY SUCCESSFUL BIDDER**

1. Transformer of 35 KW.
2. Vitrified tiles of ivory color to be laid in floor.
3. Tiling work in all toilets.
4. Full brick wall for Cash room.
5. Cash safe embedding with RCC of 150mm thick.
6. Half brick wall for UPS room, kitchen & toilets.
7. 02 Nos. Rolling shutter at both Entry and Exit with painting to be provided.
8. 03 Nos. collapsible gate at Entry, Exit & Cash room with painting to be provided.
9. Branch Manager's toilet to be provided with 01 EWC, 01 Urinal and 01 Wash basin along with necessary fittings.
10. Gents' toilet to be provided with 01 EWC, 02 Urinals and 01 Wash basin along with necessary fittings.
11. Ladies' toilet to be provided with 01 EWC and 01 Wash basin along with necessary fittings.
12. Mirrors along with shelves to be provided near all wash basins.
13. Aluminium sliding windows to be provided with 12 mm security grill @ 100mm c/c -both ways with painting.
14. Kitchen to be provided with granite counter, 01 No. sink and 01 No. wash basin.
15. Aluminium doors to be provided at toilets.
16. Walls to be finished with putty, primer and one coat of white color paint initially. The final coat to be painted after all Interior, Electrical and allied works are completed in all respects.
17. Ramp with stainless steel railing to be provided at entrance if premises offered is in Ground floor.



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**GENERAL INFORMATION OF THE BIDDER:**

a.	Name of the House	
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:	



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Parameters based on which technical score will be assigned

**(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)**

Sl. No	Parameters	Actual Situation	Total Marks	Marks Obtained
1	Built up area as per requirement	± 5% : 10 ± 10% : 05 ± above 10%: 00	10	
2	Premises location	On main road and market area: 10 Adequately wide well-built Inner road : 05 Small/poor quality inner roads: 00	10	
3	Premises environment	Not Crowded: 10 Semi Crowded: 05 Congested area: 00	10	
4	Premises on ground floor / 1 <sup>st</sup> floor	Only Ground floor: 10 Ground + First floor : 05 Higher than first floor: 00	10	
5	Frontage of building	>= 40 feet = 10 >= 30 feet = 05 < 30 feet = 00	10	
6	Covered / Built up exclusive parking for Bank (Allotted Parking)	03 four wheeler + 04 two wheeler : 10 Less than above : 02 No Parking: 00	10	
7	Surrounding of building	Adequate natural light and ventilation : 10 In-adequate natural light and ventilation : 00	10	
8	Quality of construction, finishing etc.	1. Excellent : 10 2. Good: 05 3. Average : 02 4. Poor : 00	10	
9	Ambience, convenience and suitability of premises as assessed by Premises Selection Committee	As assessed by Premises Selection Committee.	20	
	Total		100	

**NOTE: If a bidder scores 00 marks in any of the above mentioned criteria, his/her offer will be disqualified and price bid of such bidder will not be opened.**





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

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

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

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

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

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

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