

MAH20240030002

NOTICE INVITING TENDER (NIT)

REQUIREMENT OF COMMERCIAL/OFFICE PREMISES ON LEASE FOR NAGTHANE BRANCH IN SATARA DISTRICT

State Bank of India invites offers from owners/power of attorney holders for the commercial/office premises on Lease Rental basis for shifting of Nagthane branch at Tal-Palus, Dist Sangli Area.

S N	Name of Branch	Status of Branch	Desired Location	Carpet Area Requirement including strong room (+/- 10%)	Locker Room* (Carpet Area)
1	Nagthane	Shifting	Nagthane	2000 – 2500 sq ft	

Note:

- A. In case of requirement of Locker room* (B/C) class for lockers and storing other valuables, the same needs to be constructed in the premises as per IS (15369:2003) specifications at owners cost.
- B. In case of Locker room (B/C) class is not required as in A above, strengthening of floor slab is required to bear the additional load of "Locker Safe" to be kept in the premises.

2. The premises should be preferably in prime locality at respective desired locations preferably on a main road with adequate dedicated parking space and predominantly in the cluster of commercial establishments 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 3 (three) months from the last date of submission of proposal. Preference will also be given to Premises owned by the Govt./Semi-Govt. departments / Public Sector Units / Public Sector banks.

4. The offered space should be on **single floor** and preference will be given to those spaces having less columns and sufficient clear floor height.

5. 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 <u>www.sbi.co.in</u> under important links "Procurement and Others" from **13.03.2024 to 02.04.2024**.

6. The offers in a sealed cover complete in all respects should be submitted on or before **3.00pm** on **02/04/2024** during working hours at the following address-

The Deputy General Manager (B&O) State Bank of India, Administrative Office- Kolhapur, Sharda Chambers, 7th Floor, Shankar Sheth Road, Pune – 411 037

The SBI reserves the right to accept or to reject any offer without assigning any reason therefor. No correspondence in this regard will be entertained. **No Brokers please**.

REGIONAL MANAGER RBO SATARA



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 (Photocopies 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 with EMD**" or "**Price Bid**" as the case may be and these envelopes are be placed in a single cover superscribing "**Tender for leasing of Commercial/Office premises for Nagthane Branch**" and should be submitted at the Office of The Deputy General Manager (B&O), State Bank of India, Admin Office Kolhapur, Sharda Chambers, 7th floor, Shankar Sheth Road, Pune – 411 037 on or before **3.00PM on 02/04/2024.**

1	Carpet Area	As specified in NIT (2000 Sq ft to 2500 Sq ft)		
2	Parking Space	One dedicated car parking per 92.94 sqm (100 sq.ft) area and		
	On an and in a second	dedicated Two wheelers parking for staff.		
3	Open parking area	Sufficient open parking area for customers		
4	Amenities	24 hours Potable water supply availability, Generator power back up,		
		Electricity etc.		
5	Possession	Ready possession/ occupation/ expected to be ready within 3(three)		
		months from the last date of submission of proposal. (OC Mandatory)		
6	Premises under	Will not be considered.		
	construction			
7	Location	In the vicinity of the existing Branch to be shifted (in case of shifting of		
		branch) and location as specified in NIT.		
8	Preference	(i) Premises duly completed in all respect with required occupancy		
		certificate and other statutory approvals of local civic authority.		
		(ii) Single Floor (preference shall be given to GF)		
		(iii) Offer from Govt./Semi Govt. Departments / PSU / Banks		
		(iv) Ready to occupy premises/ expected to be ready within 3 months		
		from the last date of submission of proposal.		
9	Unfurnished	May be considered and Bank will get the interior and furnishing work		
	premises	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.		
10	Initial period of	5 + 5 + 5 years (Max 15% hike after every 5 years) with an option to		
	lease	renew for a further period on mutually negotiated rates after a period of		
		15 years.		
11	Selection	Techno-commercial evaluation by assigning 70% weightage for		
	procedure	technical parameters and 30% weightage for price bids.		
12	Validity of offer	6 months from the last date of submission of the offer		

Important points of Parameters -

13	Stamp duty / registration	To be shared in the ratio of 50:50.		
	charges			
14	Fit out period	3 Months after completion of civil work and other mandatory approvals / compliances by Landlord. (Rent will start after 2 months or after completion of interiors by Bank whichever is earlier).		
15	Rent payable	The bank shall start paying rent from the date of possession (after completion of required civil changes by landlord and interior works by the Bank.)		
16	Rental Deposit	The Interest Free rental deposit equivalent to maximum 6 month's rent shall be granted to the landlord and such deposits will have to be adjusted during the last six months of occupation or refunded to Bank at the time of vacation of premises.		
17	Fire Safety and	The fire safety and security requirements as per Bank's usage norms		
	Security	are fully met by the Landlord and a certificate is available from the local		
	arrangements	fire authority said usage, wherever such certificates are mandatory for occupation of a premise		
18	Civil Work	Superior quality flooring, rooms with doors as per our requirements,		
		renovated washrooms / toilets in Landlord's scope.		
19	Earnest Money Deposit	Rs. Nil (Rupees Nil Only)		
20	Area Payable	The payable area will be as per the actual carpet area after completion of all civil works as per the requirement of the Bank.		
		Maximum payable area will be 2000 sq ft to 2500 Sq ft (even if the available space is more).		
		No premises having carpet area less than 2000 sq ft to 2500 Sq ft will be considered.		

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TERMS AND CONDITIONS

1.1 The successful vendor should have clear and absolute title to the premises and furnish legal title report from the SBI empaneled 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 terms (viz. total lease period 15 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 15% after each terms of 5 years is completed. After 15 years, rent can be negotiated and finalized with mutual agreement so that new lease can be executed for further term of 15 years.

1.2 Tender document received by the SBI after due date and time i.e **02/04/2024 after 3.00 pm** shall be rejected.



1.3 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 Deputy General Manager (B&O) State Bank of India, Administrative Office- Kolhapur, Sharda Chambers, 7th Floor, Shankar Sheth Road, Pune – 411 037

1.4 All columns of the tender documents must duly filled in and no column should be left blank. <u>All</u> 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.

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

1.6 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 02/04/2024)

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 on 03/04/2024 at 4.30 PM** in presence of tenderers who choose to be present at the office of The Deputy General Manager (B&O), State Bank of India, Admin Office Kolhapur, Sharda Chambers, 7th floor, Shankar Sheth Road, Pune – 411 0037. All tenderers are advised in their own interest to be present on that date at the specified time.

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

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

1.11 The shortlisted lessors will be informed by the SBI for arranging site inspection of the offered premises.

1.12 Income Tax and other statutory clearances shall be obtained by the lessors at their own cost as and when required. All payments (Rent + GST) to the successful tenderer 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. **Preference will also be given to the premises owned by the Govt. Departments / Public Sector Units /Banks as stated earlier**.



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

1.14a The details of parameters and the technical score has been incorporated in <u>Annexure I</u>. 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 <u>binding to the applicant</u>.

1.15 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+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.

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.

1.16 The interest free rental deposit equivalent to maximum six month's rent may be granted to the landlord at the time of taking possession of the premises depending upon the need / demand of the landlord for the same and such deposit will have to be adjusted during the last six months of occupation.

1.17 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. Rentable Carpet area shall be area at any floor excluding the following area

- 1. Walls
- 2. Columns
- 3. Balconies
- 4. Portico/Canopy
- 5. Staircase
- 6. Lofts
- 7. Sanitary shafts
- 8. Lift wells
- 9. Space below window sill
- 10. Box louver
- 11. AC duct

B. Measurement of Mezzanine floor area (if any) shall be considered as under:

- Floor to ceiling Height
 - 1. Above 2.6m: 100% of carpet area.
 - 2. Above 2.1m upto 2.6m: 50% of carpet area.
 - 3. Below 2.1m: Not to be considered
- C. The following shall be including in wall area and shall not be measured.
 - 1. Door and door opening in the walls
 - 2. Built in cupboards



1.18 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.

1.19 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.

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

1.21 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.

1.22 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 interalia, a suitable exit clause and provision of de-hiring of part/full premises by SBI as & when required.

1.23 All the civil work as per plan & specifications provided by SBI pertaining to construction of Cash Room/Strong room/Locker Room, ATM / e lobby, Record & Stationary room, System and UPS room, ladies and Gents Toilets (including plumbing/sanitary fittings), Pantry, Staircases, ramps, 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 banking hall of the premises shall be of Premium Doubled charged vitrified tiles and flooring of Record/Stationary Room shall be of Polished Kota stone. Lessor(s) will be required to engage the Architect, as approved by the SBI for supervision of the entire activities of construction, at their own cost.

1.24 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 / mandatory approvals / other compliances, 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



DETAILS OF OFFER (Part of technical bid)

OFFER SUBMITTED FOR LEASING PREMISES

(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:

Α	Location:	
A.1	Distance in Km from the	
	Existing Branch	
A.2	Distance in Km from the	
	nearest City Bus Stop.	
Β.	Address:	
B.1	Name of the Building	
B.2	Plot No & Door No.	
B.3	Name of the Street	
B.4	Name of the City	
B.5	Pin Code	
С	Name of the owner	
C.1	Address	
0.1	Address	
C.2	Name of the contact person	
C.3	Mobile no.	
C.4	Email address	
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Technical Information (Please $\sqrt{}$ at the appropriate option)

- a. Building: Load bearing (-----) RCC Framed Structure(-----)
- b. Building: Residential (-----), Institutional (-----), Industrial (-----), Commercial (-----).
- c. No. of floors (-----)
- d. Yea of construction and age of the building (------).
- e. Floor of the offered premises:

Level of Floor	Carpet area
Total Floor Area	

Note- The rentable area shall be in accordance with the one mentioned under clause/para 1.17 of **"Technical Bid"**.

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

Amenities available

Electric power supply and sanctioned load for the floors Offered in KVA (Mentioned)	
Availability of Running Municipal Water Supply	Yes/No
Whether plans are approved by the local authorities (Enclose copies)	Yes/No
Whether NOC from the local authorities has been received	Yes/No
Whether occupation certificate has been received (Enclose copy)	Yes/No
Whether direct access is available, if yes give details	Yes/No
Whether fully air conditioned or partly air conditioned	Yes/No
Whether lift facilities are available	Yes/No
No. of car parking/scooter parking which can be offered Exclusively to the Bank	Car- 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 (PART OF TECHNICAL BID)

PREMISES REQUIRED ON LEASE

Parameters based on which technical score will be assigned by SBI.

(NOT TO BE FILLED BY THE PROSPECTIVE LANDLORD)

TECHNICAL PARAMETERS AND SCORING BASED ON THEIR MARKS

The detailed list and marks assigned to each parameter is as under:

Sr	Parameter			
No		Marks		
1	Distance from desired location.			
	i) Upto 0.5 Kms (10 marks)			
	ii) More than 0.5 Kms upto 1 kms (7 marks)			
	ii) More than 01 kms up to 02 kms (5 marks)			
	iii) More than 02 kms (0 marks)			
2	Available frontage of the Premises			
	i) More than 15 metres (10 marks)	1.0		
	ii) More than 10 m and upto 15 m (7 marks)	10		
	iii) More than 6 m and upto 10m (5 marks)			
	iv) Upto 6 metres (0 marks)			
3	Nearby surroundings, approach road and location	10		
-	i) Commercial Market Place with wide approach (10 marks)			
	ii) Partly Commercial/ Residential locality with wide approach (7 marks)			
	iii) Commercial Market Place with narrow approach (5 marks)			
	v) Partly Commercial/ Residential locality with narrow approach (0 marks)			
	Quality of construction, Load Bearing/ RCC framed structure & adequately			
	ventilated, Ambience & Suitability of premises.	40		
	i) Excellent (40 marks			
	ii) Good (30 marks)			
	iii) Satisfactory (15 marks)			
	iv) Unsatisfactory (0 marks)			
5	Availability of Premises on	20		
	i) Ground Floor (20 marks)			
	ii) Ground Floor + First Floor (10 marks)			
	iii) First floor (05 marks)			
6	i) Availability of Parking as specified (10 marks)	10		
	ii) Availability of parking less than as specified (5 marks)			
	iii) Availability of parking less than as specified (0 marks)	400		
	TOTAL	100		

Place:

Date:

Name & Signature of lessor with seal if any



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
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

Name & Signature of lessor with seal if any



Rent:

Level	of	Carpet Area (sqm)	Rent per sqm. per	Total rent per month
Floor/Floor			month (Rs.)	
No.			#Please refer note	
			below	
Total				

Rentable area will be based on "Carpet area" of the floor in accordance with the one mentioned under para / clause / item 1.17 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



SPECIMEN OF CONSENT LETTER OF LEASE

Place: Date:
From:
(Mention the name/s and complete address of the landlord/s or officer/s with pin code)
To:
The Manager / Chief Manager / General Manager (Name of the Branch / office) Dear Sir,
Sub : Building / Premises No
Situated at (Mention complete address with pin code)
Ref: My / our offer letter at
 I / We, the owner/s (or the authorized and competent lesser/s in case of offer/s) confirm having let out / to be let out the above building / premises together with the furniture / fixtures (only if provided by the landlords) on the following terms and conditions. I / We shall give possession of the premises to the Bank on or before
sq. ft. on the floor) wherever applicablesq. ft. Total as ascertained by joint measurement.
 The monthly compensation payable by you for the said premises shall be basic rent @ Rssq. ft. and service charges RsAnd tax Rs
3. The period of lease shall be 5 years w.e.f (date of possession) with an option in favour of the Bank to continue for a further period of
4. The Bank shall have an option to terminate the lease prematurely by giving three months' notice in writing to me/us and I/We shall not claim/not entitled for any compensation/rent for the unexpired period of lease.
5. All the taxes and assessments in respect of the above premises shall be paid by me/us (or by the Bank as stipulated in the sanction). If any notice is received by Bank

5. All the taxes and assessments in respect of the above premises shall be paid by me/us (or by the Bank as stipulated in the sanction). If any notice is received by Bank from the authorities concerned on account of default, I/We shall pay the liabilities immediately or I/We authorize you to pay the same against adjustment of future rent payable to me/us.



6. Charges in respect of consumption of water and electricity meters have been/will be installed at my/our cost.

7. I/We agree to carry out periodical repairs at my/our cost to the premises to make it tenantable and also to white/colour wash the premises at least once in two/three years. In case the repairs and white/colour washing is/are not done by me/us as agreed herein, you will be at liberty to carry out such repairs, white/colour washing etc. at my /our cost and deduct all such relative expenses from the rent payable to me/us.

8. Special provisions for strong room, AC installation and operation and maintenance, lift operation and maintenance any other will be made by me/us

9. I/We have received a sum of Rs......(Rupees......only) as interest free advance rent which shall be refunded by me/us at the time of your vacating the premises. However, you are at liberty to adjust the said sum towards the monthly compensation payable to me/us for any period.

10. Rent will be chargeable for each floor/distinct wing from the date the same is handed over ready for occupation.

11. I/We have received a sum of Rs......(Rupeesonly) as loan at......% interest, The loan will be repaid with interest applicable from time to time, by me/us by adjusting the entire monthly compensation payable to the loan account till the same is got closed fully with interest. I also undertake to pay additional interest @ 2% over and above the rate prescribed for the loan in case I/We fail to give possession of premises within 6 months (as per the period agreed) from the date

Place:

Date:

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